



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Protocol For The Use Of Mobile Phones

Scope of Policy

This policy applies to the school including the EYFS.

Introduction

The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.

Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile phones provided for the purposes of work.

Principles

This protocol has been written in consultation with the governors and applies to all school managed employees and teachers.

Use of Mobile Phones during the working day

To ensure the safety and welfare of children in our care personal mobile phones, cameras and video recorders must not be used when children are present.

- All mobile phones must be kept in a secure place (not in a pocket), switched off and not be accessed throughout contact time with the children.
- In exceptional circumstances, which have been discussed and agreed with a member of the leadership team, staff may keep their phone switched on and accessible as long as they use their phone out of view of children, i.e. in a room designated for staff, e.g. the staff room or an office.
- During school visits mobile phones should be used away from the children and for emergency purposes only.
- Photographs or images of any children within our care may only be taken following parental consent and only using one of the school cameras / IT equipment. These images should remain within this setting or be shared only with the parents of the child concerned.
- Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this.
- School photographs and recordings can only be transferred to, and stored on a school computer. Children are not allowed to have mobile phones in school. If children bring a phone

to school they should take it to the school office where it will be kept until the end of the school day.

- Children have their photographs taken to provide evidence of their achievements for their development records (The Early Years Foundation Stage, EYFS 2007).

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day

Business use

Any employees who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reasons, unless express permission has been given that the phone can also be used for personal use.

Schools have the authority in place to ensure that mobile phones and associated phone bills are checked on a regular basis.

Security

Employees accessing emails using either their personal or business mobile phones should have the appropriate secure systems in place to ensure should their phone be lost or stolen the data cannot be accessed. Employees should be requested to sign a declaration to ensure their phone is password or pin protected. This should be signed and kept on an employee's personal file.

Text Messages

Text messages are not an appropriate formal means of communicating with colleagues within a school/workplace setting as they are:

- Not a formal means of communication
- Can be misinterpreted
- Inappropriate for the purposes of audit

Some examples of inappropriate texting are (this list is not exhaustive):

- Notifying a manager/Headteacher of sickness absence (this should always be by direct personal telephone contact, in accordance with school procedures)
- Informing of changes to working arrangements

Social Networking

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

Protection of Employees

Employees should not provide parents or pupils with their personal mobile phone number. Employees should refer to the Schools protocol for the use of texting/phoning parents where one exists

Health and safety considerations

In circumstances where employees are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no land-line in the room. Employees are reminded that it using hand held mobile phones whilst driving is a criminal offence

Mobile phones and pupils

Children are not permitted mobile phones in the school. This applies to all year groups including EYFS.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

June 2017

Date to be reviewed

June 2018

Signed on behalf of the senior management team



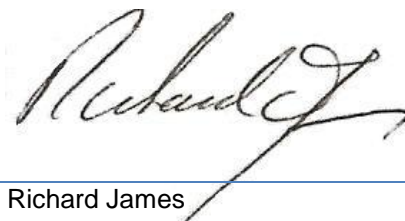
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors