

**Policy on use of mobile phones and any other portable electronic devices such as tablets, ipods etc that can capture images or video materials in school – summary (full policy details can be viewed on the y Drive under policies and procedures.**

**This relates to staff, volunteers and visitors, as well as students in school**

Nationally the misuse of mobile phones (and other devices) is increasingly causing concerns within educational environments. There have been several serious case reviews that have led to statutory guidance and good practise guidance in particular establishments that routinely support the personal hygiene and intimate care of children and young people in hygiene/changing rooms.

### **General statement**

**Students should not bring mobile phones or other devices routinely to school. Independent travellers and some students may require devices for their bus/taxi travel; in these cases the procedure for handing in or using lockers should be followed when in school.**

**Student mobile phones and devices should be handed into pastoral teachers for safekeeping or kept in lockers. School will take no responsibility for any loss of mobile phones or devices and again strongly suggest students do not bring them into school in the first place.**

**During school time the use of mobile phones or other personal electronic devices is not allowed by students.**

**Teachers, teaching assistants, lunchtime staff, other professionals, volunteers or students on placement - during staff directed time inc. lesson time, break duties, lunch duties, club activities, supervising trips out of school, the use of mobile phones or other personal devices is not allowed by staff. Calls out during this time should be using an appropriate school phone or the phone listed on the risk assessment in the case of trips out.**

**Any staff expecting emergency calls should ensure they come via the main school office and messages will be passed on accordingly. (PLEASE NOTE THIS IS A SPECIFIC CHANGE TO PREVIOUS POLICY STATEMENTS).**

**ALL adults should only use their phones or devices during specific non-contact time or official breaks from duty and in all circumstances should refrain from using them in public offices, corridors or classrooms. At all times staff phones should be kept in lockers provided in the staff room, offices or a place of safe keeping.**

### **THEY MUST NOT BE ON THEIR PERSON.**

**This is to ensure that under no circumstances staff or students are put in a vulnerable position.**

**All the above advice and guidance in this policy statement is to safeguard both staff and students and other adults in school.**

**Any member of staff not adhering to this document WILL face disciplinary proceedings in line with school and LA disciplinary procedures.**

**Autumn 2018 updated**