



**Federation of  
Westminster  
Special Schools**  
Training & Outreach

## **Use of Mobile Phone Policy**

**Ratified by Resources Committee: 14 May 2018**

# Use of Mobile Phone Policy

## 1. Ethos

We believe that keeping children safe is of paramount importance. We also seek to ensure that everyone in school is safeguarded against allegations and works to high standards of professionalism. The aim of the Mobile Phone/Device Policy is to promote safe and appropriate practice through establishing clear and robust guidance on the use of mobile devices.

This is achieved through balancing protection against potential misuse, with the recognition that mobile phones are effective communication tools.

This policy applies to all individuals who have access to personal mobile phones on site and includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Acceptable Use of ICT Policy (incorporating e-safety)
- Anti-Bullying Policy

Staff members (including agency staff), pupils, volunteers and others are responsible for their own property and will bear the responsibility for any loss or damage.

## 2. Staff, pupils, governors and volunteers

Staff, pupils, governors and volunteers:

- are **not** permitted to make or receive calls or texts during any contact time with children. **Any member of staff** found to be doing so may be considered as having committed gross misconduct and may be **liable to disciplinary procedures**.
- should have their phones on silent or switched off and kept out of sight (e.g. in a drawer, locker or handbag) during class time. Staff should not have mobile phones in their pockets in classes or when walking around school.
- must not use phones (including receiving or sending texts and emails) in areas where children may be present, or likely to be passing through (e.g. corridors, reception area, school trips, classroom, cupboards, dining hall, changing areas, bathrooms and playground).
- should consider whether, when making a call, it will distract colleagues, and whether the nature of the telephone conversation is appropriate in front of colleagues. It is common courtesy to take into account that others may not wish to have the intrusion of telephone conversations.
- are not permitted, under any circumstance, to use their phones for taking, recording or sharing images. 'Mobile free' areas must be observed at all times.
- are not permitted to use their personal phone for contacting children, young people and their families within or outside of the setting, unless in an exceptional

circumstance e.g. taking a child to the hospital. Use of mobile phones in exceptional circumstances must be authorised by a member of the SLT. The Federation will keep a record of staff who work with parents outside of school.

- must not take images or make recordings on a mobile phone or personal device. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

In circumstances such as outings and off site visits, staff and line managers will agree the appropriate use of personal mobile phones in the event of an emergency.

### **3. Emergency contact**

- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from a member of the SLT to use their mobile phone. This should be communicated to the class teacher.
- If a staff member or volunteer must use their mobile phone (see above), this should be away from the children and ensuring that staff supervision levels are not compromised.

### **4. Senior Leadership Team and Site staff**

The following people have school authorised phones for school business only:

- Executive Head
- Heads of School
- Business Manager
- Finance Officer / Cover Manager
- Training and Outreach Team
- Well Being Team
- Site staff

### **5. Visitors**

All visitors (including parents and contractors) should put their phone on silent or switch off their phones when they are on school premises.

We recognize that there will be occasions where contractors may need to make calls on their mobile phones. If this is to be done contractors should and try to avoid this in the vicinity of students.