



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Use of Mobile Phone/ Device Policy

Approved by Full Governing Board: July 2024

Review June 2026 Leadership Committee

1. Ethos

We believe that keeping Children and Young People (CYP) 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 policy applies to the use of mobile phones, tablets and smartwatches or other similar devices.

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

This policy applies (all or in part) to all individuals who have access to personal mobile phones and devices on site and includes staff, volunteers, governors, CYP, parents, carers, visitors and contractors. This list is not exhaustive.

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

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

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

2. Staff, CYP, Governors and Volunteers

Staff, CYP, governors and volunteers:

- Are not permitted to make or receive calls or texts during any contact time with CYP. **Any member of staff** found to be doing so may be considered as having committed gross misconduct and maybe **liable to disciplinary procedures**.
- Although the above applies in general terms to governors, there may be occasions when a governor will need access to a phone or device in connection with a meeting or specific task. Any calls must not be made within the hearing of a CYP.
- Should have their phones or devices on silent or switched off and kept out of sight (eg 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. Smartwatches should be set not to receive messages etc i.e “theatre mode”.

- Must not use phones or devices (including receiving or sending texts and emails) in areas where CYP may be present or likely to be passing through (e.g. corridors, reception area, school trips, classrooms, 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 a common courtesy to consider that others may not wish to have the intrusion of telephone conversations. Private calls may be taken in a private space in the school in agreement with a Senior Leader.
- Are not permitted, under any circumstances, to use their personal phones or devices for taking, recording or sharing images. “Mobile free” areas must be observed at all times. Only Federation equipment may be used.
- Are not permitted to use their personal phone or device for contacting CYP and their families within or outside of the setting, unless in exceptional circumstances e.g. taking a CYP to the hospital. Use of mobile phones or devices in exceptional circumstances must be authorised by a member of the Senior Leadership Team (SLT). The Federation will keep a record of staff who work with parents outside the school.
- Must not take images or make recordings on a mobile phone or device. Any individual bringing a personal device into the setting must ensure that it contains no illegal content or content in breach of the Federation code of conduct.

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

3. Parents

Parents must not take pictures or recordings of children and young people unless it is at a public event (eg school fair) or of their own child or young person.

4. 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 or device. This should be communicated to the class teacher.

If a staff member or volunteer must use their mobile phone or device (see above), this should be away from the CYP and ensuring that staff supervision levels are not compromised.

5. Senior Leadership Team and Site Staff

The following staff are authorised to use mobile phones and devices for school business only:

- Executive Head
- Headteacher
- Federation Business Manager
- Deputy/Assistant Heads
- Finance Officer/Senior Finance Officer
- Cover Manager
- Head of Bi-borough Inclusion Service
- Bi-Borough Inclusion Service Advisory Teachers, therapists, BSL interpreters and HLTA
- Pupil Support (Wellbeing) Team
- Site staff

6. Visitors

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

We recognise 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 CYP.

7. Training

All training delegates should put their phones or devices on “silent” or switch them off when accessing training. However, we recognise that there will be occasions when delegates might need to use interactivity features on their phone during training eg Mentimeter or Wooclap.

8. Reasonable Adjustments

The responsible use of a mobile phone is permitted if it is considered a reasonable adjustment under the Equality Act 2010 for anything linked to an employee’s disability eg accessibility features or on line BSL interpreting.