

St Thomas' Church of England Junior and Infant School

Mobile Phone Policy

A journey in faith, arriving with hope.

St. Thomas' School vision:

To ensure the children are highly valued by all members of the school community.

St. Thomas' creates a culture of high aspirations by making the school the heart of the community. We aim to develop a culture of curiosity and creativity by unleashing our children's God-given potential to make a difference in our locality and beyond.

Our parents, staff and governors see and understand the individual talents of each pupil and the opportunities provided. We openly celebrate and reward children's successes and achievements.

To inspire all children through a broad, balanced and engaging curriculum enabling every child to succeed.

We create an ethos where everyone is an explorer and an active participant. Children are challenged and encouraged to thrive in all areas. Our aim is to nurture talent and ensure children are equipped to live life in all its fullness.

Children experience a wide range of high quality lessons and enrichment activities daily. We recognise that children are naturally curious; therefore, child-led learning is developed through their questions.

To nurture children's wellbeing to ensure healthy mind, body and spirit.

At St. Thomas' values are at the heart of all we do. We provide a safe, supportive environment which empowers children to grow and develop their self-worth, self-esteem and self-respect. Our unique learners are resilient and are willing to take big risks to make big leaps.

Values are actively promoted, modelled, and celebrated by all. Our inspiring curriculum and pastoral care teaches children the importance of healthy lifestyles: physically, mentally and spiritually.

Mobile Phone Policy

At St Thomas' the welfare and well-being of our pupils is paramount. The aim of this policy is to establish clear mobile user guidelines. 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 mobiles on site. This includes staff, volunteers, governors, contractors, young people, parents, carers. This list is not exhaustive.

The aim of this policy is to ensure that all individuals:

- Have a clear understanding what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be interpreted and lead to possible allegations.
- Understand the need for boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting any concerns promptly.

Personal Mobiles:

These guidelines are for all individuals on site:

- Staff are not permitted to make or receive calls or texts during contact time with children. Emergency contact must be made via the school office.
- Staff must have their mobile phones on silent or switched off and out of sight (in a drawer or handbag).
- Mobile phones must not be used in any space where there are children present.
- All phone usage must be limited to the staff room, office areas or PPA rooms.
- Staff must security protect their phones.
- Should exceptional circumstances arise where it may be necessary to have access to their phone, the member of staff will seek authorisation from the Headteacher.
- Staff are not permitted to use recording equipment on their mobile phones. Recordings and photographs must be taken using school equipment such as ipads and cameras.
- Staff must report any usage of mobile phones that causes concern to the Headteacher.

Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication during off-site activities. However staff must ensure that:

- Mobile use on these occasions is appropriate and professional, and will not include taking photographs of children.
- Mobile phones should not be used to make contact with parents during school visits, except in the case where communication cannot come via the school office, eg residential and out of hours visits.
- Where parents are accompanying visits they are informed not to make contact with other parents through calls, texts, email or social networking during the visit and must not use their phone to take photographs or videos of the children.

Personal Mobiles – Children

Pupils are not permitted to have mobile phones in school or when on visits. In the rare event of a parent requesting his/ her child brings their phone into school, approval will be sought from the Headteacher. The phone must be switched off and taken to the school office before the start of school, and then collected at the end of the school day. All phones are left at the owner's risk. Mobile phones brought into school without permission will be confiscated and returned to the child's parents at the end of the school day. Where mobile phones are used to intimidate or bully others, the school's anti-bullying policy will be followed.

Parents

There are occasions where parents are on the school site for celebratory events such as sports competitions, productions and performances. In these instances mobile phone usage should be appropriate and courteous to the school environment. Parents are permitted to take photographs and images of their own children, however no images can be published which contain children other than their own.

This policy will be shared with staff, visitors and volunteers.

To be reviewed January 2020

