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1.1 Aims and Scope

At Bridlewood Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

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

2. Policy Statement

Camera technology e.g. smart watches are not permitted in school. If a child is found in possession of camera technology, parents will be informed, the item will be confiscated and locked away for safe-keeping and parents will be requested to delete any school-based images before leaving the premises. We understand that for safety reasons, some pupils may need to bring mobile phones to school; for example, if they are travelling to/from school unaccompanied. However, as soon as children arrive at the school gate, they are required to switch off their camera technology – this includes mobile phones and hand in to their class teacher where it will be stored, ready for collection at the end of the school day. Phones may only be switched back on when they reach the school gate and children are reminded not to engage with their phone whilst walking through the playground. Children therefore are not permitted to use their mobile phones or any camera technology, for example, to make calls, take photographs or use the Internet, within the school day, or at school events where they are unsupervised by parents e.g. after school clubs and school discos.

Teachers, support staff and volunteers must keep any camera technology including mobile phones out of sight upon arrival. Staff must not have their mobile phone on them in person when working with children, unless identified as essential through a risk assessment, e.g. on a school trip for emergency contact with school. Camera technology, including mobile phones must NOT be used to take photographs of children

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under any circumstances. Staff camera technology must also not be used on school trips to take photographs – this includes selfies which don't include children. Having photographs of children from school on mobile technology leaves both staff and children vulnerable and other photographs can compromise the reputation of both staff and the school. If you do take staff/landscape photographs in school, e.g. celebratory photos of staff achievements, it is important that you ensure that publication of these images, e.g. to social media do not bring the school's reputation into disrepute or disclose confidential information unintentionally, e.g. children's names or photos in the background of the photograph. If in doubt, don't post!

During school hours teachers, support staff, visiting professionals and visitors should only use their mobile phones (including to message, make calls, use apps or use the internet, for example), in the staff room, staff offices, in a room where children will not enter, or outside of the school grounds. If walking to one of these places, their mobile phone should not be in use – this includes hours when breakfast or after school clubs are in operation.

On school trips, teachers and support staff should take their personal mobile phones to enable essential communication with school and for emergencies. These must be kept in their bags unless they are being used for essential communication. No mobile phone camera technology is to be used on school trips under any circumstances. School iPads must be used for all photographs on trips.

Many smart watches have the same capabilities as mobile phones and allow communication via text and also, through social media. Teachers, support staff, volunteers who possess a smartwatch must adhere to the same expectations as for mobile phones. Pupils are not permitted to wear smart watches with camera and communication technology in school.

All pupils and volunteers in school are made aware of these expectations through home school agreements, volunteer agreements and induction. Members of the public or staff at events, for example, are also not permitted to use mobile phones to photograph Bridlewood pupils.

Parents are permitted to take photographs at events such as sports day or performances. They are reminded that these should not under any circumstances be published on social media of any kind. Under no circumstances must parents use their

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phone (for calls, messages, photographs or internet) whilst in the school building. This extends to smart watches and cameras/recording equipment.

Our playground is also a mobile phone/camera technology free zone and we request that all visitors to the site when dropping off/collecting children adhere to this rule for safeguarding reasons.

Visitors to the school must sign in using our electronic system. There is a tick box to confirm that they understand the rules around use of mobile phones in school.

Children who bring a mobile phone to school must sign an agreement alongside parents that they understand the rules of use of mobile/camera technology in school. If these rules are breached, this may result in loss of privilege.

Failure to adhere to this guidance will result in disciplinary action being taken.

Other linked policies

- Online Safety Policy
- Acceptable Use Policy