

St Boniface Federation



Mobile Phone Policy

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary school, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Signed on behalf of Governors: Alexandra Pettitt Chair of Governors Date: October 2024	To be reviewed by: October 2026
Revisions made	

STATEMENT OF INTENT

It is our intention to provide an environment in which children, parents, staff and volunteers are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- Staff being distracted from their work with children.
- The inappropriate use of mobile phones and cameras around children.

AIM

Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

1. THE USE OF MOBILE PHONES

A mobile phone owned and provided by either school should be used for all school trips. Staff should only use their personal device to make contact with a parent/carer where there is no other alternative.

The St Boniface Federation allows staff and volunteers to bring in personal mobile telephones and devices for their own use.

Under no circumstances is a member of staff allowed to contact a current pupil through social media. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All staff and visitors must ensure that their mobile telephones/devices are stored away throughout contact time with children. Mobile phones should be switched off or in silent mode and placed in a secure place within the classroom or in the staffroom lockers.

Mobile phone calls may only be taken at breaks or in staff members' or volunteers' own time.

The use of mobile phones during teaching time is strictly forbidden.

No member of staff or volunteer should have their mobile phone with them whilst teaching or volunteering except in exceptional circumstances where they have been granted permission by the head teacher or Head of School.

If staff or volunteers have a personal emergency, they may use the school's phone or make a personal call from their mobile in the office or the staff room.

All staff need to ensure that the school office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

It is the responsibility of all members of staff to be vigilant and report any concerns to the head teacher. Concerns will be taken seriously, logged and investigated appropriately (see Child Protection and Safeguarding, Allegations of Abuse against Staff and Safer Recruitment policies)

If the Headteacher is the focus of a concern, then the Local Authority Children's Services Department should be informed immediately .

Teachers' mobile phones can only be used in an extraordinary circumstance such a school trip where no other device is available. All photos on the teachers' phones must be downloaded to a school system and deleted from the mobile phone within 24 hours of the end of the trip.

If there is a concern about the image content of a member of staff or volunteers' mobile phone, the head teacher reserves the right to check the image content or contact the police. Should inappropriate material be found then the police will be contacted immediately. We will follow the guidance from the Police and Local Authority as to the appropriate measures for the staff member's disciplinary proceedings.

Pupil mobile phones:

Pupils are required to hand in their phones to their class teacher upon arrival at school. The phones will be stored safely within the class. The devices may then be collected at the end of the school day or when the pupil is to leave school. Unless granted special permission, only children in Years 5 & 6 should bring phones to school and should understand that this is at their own or parents' risk and that, while the phones are stored safely, they are not locked away.

If there is a concern about the image content of a pupil mobile phone, the head teacher reserves the right to check the image content or contact the police. Should inappropriate material be found then the police and IOWSCP will be contacted immediately and their advice followed.

Pupil mobile phones should be turned off as soon as they enter the school grounds and remain off until they leave school grounds. If a child needs to ring their grown up for any reason at the end of the day, they should do so in the company of a school adult.

2. THE USE OF CAMERAS

Only school owned cameras should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras, and school memory cards should never be put into personal cameras.

School camera memory cards should be downloaded on to school computers only.

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development.

Children are not allowed to take their own cameras or phones on school visits.

3. THE USE OF SCHOOL iPADS

All staff are responsible for safeguarding their school iPad, including its safe storage.

Photographic content will be checked regularly and should be wiped regularly.

Any suspicious activity will be reported directly to the head teacher.

Photographs of children should always be taken when they are in open spaces and visible by other adults.

Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.

Failure to adhere to the contents of this policy may lead to disciplinary procedures being followed.

Permission to take photographs of children at school must be granted by the parents/carers.

Staff should take all reasonable action to obtain permission as we recognise that photographing children's learning and development is an excellent assessment for learning tool. However, if parents do not wish for photographs to be taken, they can opt out (through the annual consent form).

Parents can also specify if they consent to photographs being used in school, on the school websites or in published material. It is the class teacher's responsibility to review records of parental consent and ensure that photographs are used in accordance with parents/carers wishes.