



**LEASOWES EXTRA**  
**Mobile Phone & Smart Device Policy**



<b>Date approved: October 2023</b> (revised January 2024)	<b>Written by: J.Caven</b> <b>Business Manager</b>
<b>Date to be Reviewed: October 2024</b>	<b>Approved by: G.Bettany</b> <b>Chair of Trustees</b>
<b>1. Introduction</b>	
<p>Mobile phone and other electronic devices with imaging and sharing capabilities technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones and other smart devices, enabling access to a wide range of new content and services globally. Many phones/devices now offer Internet, email and access to social media, alongside the most often standard functions of messaging, camera, video and sound recording.</p> <p>Mobile phones/smart devices, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.</p>	
<b>2. Aims and Objectives</b>	
<p>The aim of the Mobile Phone &amp; Smart Device Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.</p> <p>This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.</p> <p>This policy applies to all individuals who have access to personal or work-related mobile phones/devices on site. This includes staff, volunteers, trustees, children, young people, parents/carers, visitors and community users. This list is not exhaustive.</p> <ul style="list-style-type: none"><li>• It is recognised that it is the enhanced functions of many mobile phones/devices that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.</li><li>• It is also recognised that mobile phones/devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.</li><li>• When mobiles phones/devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.</li><li>• It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones/devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.</li></ul>	

**Personal mobile phones can only be used in the staffroom or offices during setting hours except with agreement of the Business Manager for example, when necessary on an off-site visit.**

**Only setting devices must be used for teaching and learning purposes e.g. to record children's work, record observations, take photos. Personal devices must never be used for this purpose.**

### **3. Code of Conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

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

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

It is to be noted that no access to school systems will be allowed on mobile devices with the exception of Office 365 to retrieve/send emails. Mobile devices that access Office 365 must have a pin code or thumb/facial recognition security. On the very rare occasion this may need to take place e.g. delivery of staff training by an outside agency, specific permission needs to be sought prior to the event by the Business Manager.

### **4. Procedures**

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

#### **Staff and Volunteers**

- Should have their mobile phones/smart devices switched off and concealed (in a lockable drawer/cupboard) whilst in the setting. Staff in Early Years and KS1 should put their mobile phones in the designated phone locker when they arrive in the setting where it should remain until they leave e.g. the end of the day - staff may take their phones out of the locker during break times and use in designated areas only.
- Smart watches may only be used as a watch in the setting.
- Any personal telephone calls received during contact time with the children, should be directed to the Business Manager, or into the relevant setting via the main phone line.
- Mobile phones/devices can be used at non-teaching times in any school office, the

staff room and/or before and after school when children are no longer in the room

- Personal Smart Devices are not permitted, in any circumstance, for taking, recording or sharing images; this includes setting events and visits (setting devices can be used, but must be downloaded in the setting and only used for teaching and learning purposes).
- Staff must make themselves aware of children whose parents have not given permission for images and videos to be taken.
- Mobile phones are not permitted, in any circumstance, for taking, recording or sharing images, this includes setting events and visits
- Staff are not permitted to use their own personal phones/devices for contacting children, young people and their families, including social media, within or outside of the setting
- It is the staff members responsibility to keep their mobile phone/device in a safe and secure place
- ALL personal mobile/smart devices must be password protected
- No liability for loss and damages is accepted
- As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.
- Should gain permission from the Business Manager if the device is used for medical conditions such as a blood glucose meter e.g. smart Glucometer attached to iPhone

**Parents/carers, visitors and contractors are**

- Are not permitted to use their mobile phones/devices whilst in the setting/school and may only use them within the designated office areas
- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.
- Under no circumstances is live streaming / transmission of video and or audio permitted without express permission of the Business Manager/Headteacher of the school.
- Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone/device unless given permission by the Business Manager at specific events.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.
- No liability for loss and damages is accepted.

## **5. Driving**

Under no circumstances should practitioners driving children use/access a mobile phone/device whilst driving. This also applies to hands- free and wireless connections, which are considered a distraction rather than a safer alternative.

## **6. Emergency Contact**

It is ensured that landline telephones are connected at all times and that they remain operational except in circumstances beyond our control. Should a parent or anyone else need to contact us whilst our phone lines are down, they can email us. Our email address can be found on the school website under Leasowes Extra and Nursery.