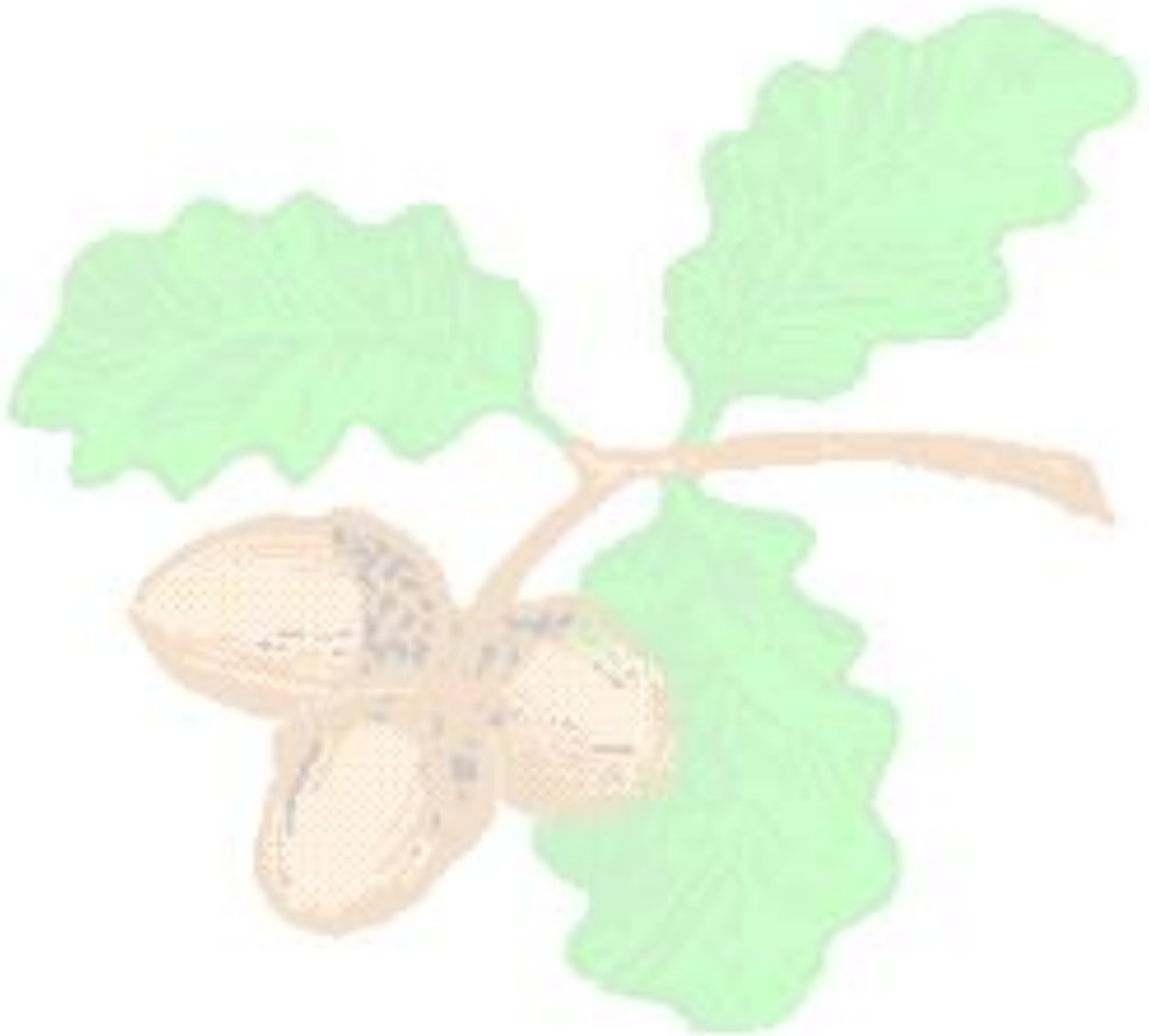


**CHURCHFIELDS INFANTS' SCHOOL,  
NURSERY UNIT  
& LANGUAGE FACILITY**



**PERSONAL MOBILE DEVICES POLICY  
2016**

# Churchfields Infants' School, Nursery Unit & Language Facility

## Personal Mobile Devices Policy

### Introduction

Mobile phone 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, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, 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. 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.

### Aim

The aim of the Personal Mobile Devices Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

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.

### Scope

This policy applies to **all** individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

### Policy statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are potentially most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. **Any** photographs on a personal device of children in school would be deemed to be inappropriate.

There are also data protection issues arising from the taking of photographs on personal devices.

It is recognised that mobile phones can potentially cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

Therefore, in order that usage misinterpretation is avoided, the use of **all** personal mobile phones/tablets is limited to the guidelines within this policy. The aim is also to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make covert images or misuse functions in any other way.

Designated '**personal device free**' areas are situated within Churchfields Infants' School where personal devices **must NOT be used even in an emergency**.

- Changing areas – (and classrooms whilst children are changing for activities)
- Children's toilets
- Any other area where children are in a state of undress

**A zero-tolerance policy is in place with regards to the use of personal or work-related mobiles/tablets by any individual in these areas. Breaches will be subject to disciplinary procedure.**

## 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.

It is therefore anticipated 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.
- are aware of the necessity for restricting personal mobile/tablet usage

## Procedures

### Personal mobile phones

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, Volunteers, Visitors and Student Teachers** are permitted to have their mobile phones close by, however there is a clear expectation that all use is limited to **allocated lunch and/or tea breaks**.

**Other than in agreed exceptional circumstances, phones must be switched off or placed on silent, and calls and texts must not be taken or made during lesson time.**

**No-one on school premises** is permitted, under any circumstance, to use their phone/tablet for taking, recording or sharing photographs where ANY children's images are captured and 'mobile device free' areas must be observed at all times. Staff members should NOT use a personal mobile phone to take photographs at events such as sporting events or educational visits. Each class has a camera for such usage and photographs on this classroom resource must also be considered and appropriate.

**Staff, Volunteers, Visitors and Student Teachers** are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

**Parents/carers, visitors and contractors** are respectfully requested not to use their mobile phones in any of the designated mobile free 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 **any** individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.