



# **Policy for:**

## **Mobile Phone**

**Date Written: March 2016**

**Date Reviewed: November 2023**

**Next Review Date: November 2025**

**Signed By: *A. J. Williams***

**Governor Responsible for:**

**Headteacher: Mrs Derries**

## **The Grove School Mobile Phone/Camera Policy.**

The information contained in this document has been compiled by the Senior Management Team and the Well-being group in consultation with all staff and the Governing Body.

### **Introduction**

Most employees now recognise that mobile phones in the work place can be disruptive, cause loss of teaching time and effect concentration and efficiency.

Mobile phone usage may also have serious Health and Safety implications in our school, for example the loss of concentration may result in a child/young person being injured.

### **Personal Mobile Phones**

Our policy is designed to consider the following points:-

- Where mobile phones may be used
- When mobile phones may be used
- What will happen if the policy is breached
- The consequences of a breach of policy
- Each staff members rights, roles and responsibilities.

Where mobile phones may be used:-

- In the staff room
- In classrooms at times when the children/young people are not present
- Out on educational trips and visits
- In the corridor if appropriate

When mobile phones may be used:-

- At any time when the staff member is on an official break
- At times of personal importance if they have requested permission from the person who is leading at the time
- When on educational visits, or off site with a pupil so that school can be in contact.

What will happen if the policy is breached:-

- A breach of this policy will be looked at on individual merit but in some cases may lead to disciplinary action being taken.

**All staff and visitors should:-**

1. Not use their mobile phones/cameras to take pictures when in school or out on school trips.
2. **Must not** take mobile phones into areas where personal care takes place.
3. All staff are responsible for any contact that they may make using their mobile phone and should be responsible and reflect the professionalism that is required of them at all times.
4. All staff and visitors must adhere to the new General Data Protection Regulations (GDPR) in relation to the protection of pupil personal information and contact details.

During the Covid 19 Pandemic Class Leads were given permission by Senior Management to accept correspondence from parents using their mobile phones to enable home school links, including examples of pupils home learning and weekly telephone conversations to parents. This information was saved and immediately deleted from the personal devices.

