



## **Staff Mobile Phone Policy**

***This policy outlines the acceptable use of mobile phones at Quorn Hall School in the context of safeguarding.***

At Quorn Hall School we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones. It is important that we ensure that our safeguarding procedures are all-encompassing and robust.

### **The policy aims to:**

Ensure there is a shared understanding of, and adherence to, the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and ensure increased vigilance. Ensure the awareness of all staff (including students on placement, volunteers and those from supply agencies) is raised in their role of safeguarding in all areas of school life.

Ensure Quorn Hall School is a secure environment in which students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and to make sure that students receive the undivided attention of adults at all time.

### **Key principles which underpin this policy:**

The safeguarding of students is of paramount importance.

Every staff member is accountable for the safeguarding of our students.

All students have a fundamental right to be protected from harm.

Every child has a right to be valued as an individual and treated with dignity and respect.

### **Mobile phones – Staff – acceptable use:**

At Quorn Hall School we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies a student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with students. Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is used only in the staffroom, outside of the school gate, or in office spaces when no students are present.
- Only used during break times and at either end of the school day.
- When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so. The above information is shared with new staff members as part of the induction process.

**Visitors (including parents, professionals, contractors):**

Visitors may bring mobile phones onto the school site but are asked to place them out of sight until they leave exiting the school gates/Reception. This is done as part of the meet and greet process in a way that makes clear our safeguarding priorities.

Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave.

A brief, jargon-free policy summary is available for staff to share with visitors.

This ensures that the message is consistent and unequivocal where possible. All visitors are made aware of the mobile phone policy in advance either through written or verbal communication (for parents/carers this may be in 'New Starter' documentation, school newsletters, letters inviting parents to annual review meetings, mailings, emails). It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event. In the event that you have a concern or are contacted by an external party regarding a safeguarding emergency, the DSL (Designated Safeguarding Lead), and DDSL (Deputy Designated Safeguarding Lead) should be contacted immediately if a concern is raised/reported. Details surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

**Staff must be consistent and follow policy outlined below for student mobiles.**

Students are not allowed phones in school for the following reasons:

- They can be a prime source of Low Level Disruption in lessons.
- Students calling parents/carers to pick them up if they feel ill, without any contact through the medical team.
- Staff having photos/videos taken and used in social media.
- Persistent safeguarding issues and concerns.
- Student mobile phone use is prohibited on the school site, including all social times and class changeover times.

This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning.

This may include phones i-Ppods, DS/Game consoles and smart watches. This does not include those students who require the use of electronic devices as an essential tool for their learning.

Students may bring their mobiles into school however they must not be seen or heard. For students found with their phones or accessories out, the following actions will be taken:

- The phone will be confiscated, and behaviour for learning policy followed.
- The phone will be handed into Reception and will be collected at the end of the day by the student.
- Repeat offenders (two or more incidents) – parents/carers are to be contacted and will be required to pick up the phone from Quorn Hall School when convenient.
- The Pastoral team will inform parents/carers and also inform them if an escalation is required.
- If the student refuses to hand the phone over, the school behaviour policy is to be followed and a pastoral team will follow up if escalation is required.