



QUORN HALL  
SCHOOL

# Staff Mobile Phone Policy

**Person Responsible:** Headteacher

**Last reviewed on:** 1st November 2024

**Next review due by:** 1st November 2025

**Created:** 1st August 2021

**Revisions:** Annually, 1 Aug 2022, 14 July 2023

Quorn Hall School is part of Newcome Education, which is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

- **'Levelling up'** – We want our children to be able to meet appropriate milestones and age related expectations, socially, emotionally and academically.
- **Thrive not survive** – We want our children to thrive in school and society, not just survive their adverse childhood experiences.
- **Confidence** – Develop confidence in their abilities and self image/esteem as learners and members of society.
- **Creativity** – Foster individuality and celebrate differences and create a compassionate and accepting environment. Provide tools that give pupils options, voice, and choice in order to enable them to be creative.
- **Competence** – In their ability to self-regulate and interact with different types of people and overcome the challenges and traumas from the past.
- **Character** – Develop resilience so they see failures or negative situations as a learning opportunity by implementing a growth mindset approach.
- **Compassion** – For pupils and the challenging circumstances they have encountered in both their personal and educational lives.
- **Care** – To overtly demonstrate to pupils that adults do care about them and their futures – every day is a fresh start.

While this current policy document may be referred to elsewhere in Quorn Hall School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of, among others, the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data/Due Diligence Checking Ltd (DBS)
- Educare / National College (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)
- Neotas (Online searches / Social Media checks)
- VWV (legal)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Quorn Hall School.

The policy documents of Quorn Hall School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **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 pupils 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, and cleaners) and ensure increased vigilance. Ensure the awareness of all staff (including FE pupils 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 pupils (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and to make sure that pupils receive the undivided attention of adults at all times.

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

The safeguarding of pupils is of paramount importance.

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

All pupils 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 pupils right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with pupils. Staff members (including volunteers and FE pupils 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 pupils 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 pupils 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.
- Any staff who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution, and all staff 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 the school grounds. 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.

#### Visitors Mobile Phone Policy Summary

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 pupil mobiles.**

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

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

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

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

Pupils may bring their mobiles into school however they must be given to classroom staff as soon as they arrive in the morning. All pupil phones, and any other electronic devices brought in, are stored securely for the entire school day. If pupils do not hand their phone to staff when they arrive, the following actions will be taken:

- Staff will inform parents/carers and seek their assistance to obtain the mobile phone/electronic device.
- If the pupil continues to refuse to hand the phone/device over, parents/carers will be asked to make arrangements to collect their child.