



Thornhill Primary School Mobile Phone Policy

Date Issued	Autumn Term 2018
Governor Approval Date	Autumn Term 2018
Date of Next Review	Autumn Term 2020

1. Use of personal mobile phones and cameras by staff and volunteers

Thornhill Primary School recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within our school is of importance and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Thornhill Primary has implemented the following policy:

Personal mobile phones and cameras should be stored in staff lockers and only used in the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Staff must only use a school mobile phone, or landline to communicate with parents or school related agencies. Staff are not permitted to call parents from their own mobile phone unless the call can be reasonably justified (i.e. emergency situations where no other method of communication is readily available)

Staff must not take ANY images of school children on their mobile phone. In some circumstances an adult may justify why they have an image on their phone, such as 'my child was a guest at their party'. However, staff should expect to be challenged if they do possess photographs of school children on their phone.

2. Use of personal mobile phones and cameras by parents/carers and visitors

In Thornhill Primary School we believe that dropping off and collecting your child is an important and precious part of the day. Therefore, parents and carers should refrain using their mobile phones at this time.

Thornhill Primary School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

Safeguarding of children within the setting is of paramount importance and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Thornhill Primary School has implemented the following policy for parents:

- Mobile phones and cameras must be switched off when inside the building.
- The main telephone line can be used for emergencies.
- No Photos or video of children are to be taken at Thornhill Primary School events
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

3. Use of personal mobile phones and cameras by Pupils

It is accepted that for year 5 &6 children to have a mobile phone to contact their parents/ carers on the way to, or from, school. Year 5 & 6 pupils are allowed to bring mobile phones to school as long as they are handed into the class teacher at the start of the school day and are collected at the end of the day. Failure to comply with these rules will mean that individual pupils will no longer have the right to bring a mobile phone to school.

Bringing mobile phones is prohibited in all other year groups unless a specific request from a parent has been granted. In this case the phone must be clearly labelled with the child's name, switched off and given in to the teacher on arrival at school and collected at the end of the school day from the class teacher.

If a child is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Head teacher will decide on appropriate disciplinary action. In certain circumstances, the child may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the child until the images have been removed by an appropriate person.

Parents are advised that Thornhill Primary School accept no responsibility for the loss or damage to mobile phones which are brought into the school.

4. Use of Thornhill Primary School mobile phone, cameras and recording equipment (ipads)

Thornhill Primary School provides mobile phones and cameras (iPad) for staff to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the cameras (iPad) and recording equipment belonging to Thornhill Primary School may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.
- Cameras and recording equipment should not only be used in areas where intimate care is carried out.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- The school phone can also be taken off site in circumstances such as outings.
- In circumstances where there is a suspicion that the material on any of the Thornhill Primary school phone or iPad may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').
- Thornhill mobile phone remains the property of the School at all times and should not be taken off of the premises (with the exception of visits and outings).

5. Walkie-Talkie Units

Walkie-talkie units are used routinely throughout the school day as part of our schools safeguarding measures. The units are primarily used to support staff on duty a break times and lunchtimes.

However, they are also used in the event of emergencies such as fire, violence or aggressive incidents, urgent medical care etc.

Using the units

All staff are reminded that:

- NO CONVERSATION IS PRIVATE
- The units are for brief communication which may be backed up by telephone calls and face to face communication
- The units are only to be used for professional use with the school

Locations & Maintenance of the units

There are 30 walk-talkie units in school. The charging units are located: in classrooms and in the school office.

Please ensure that you switch your unit off at the end of the school day and put it on to charge overnight

The main user of the unit should be responsible for charging the walkie-talkie.

The units should not be taken off school grounds except for classes conducting local walks or those attending swimming lessons.