

PERRYFIELDS PRIMARY PRU



Mobile Phone Policy

March 2017

Review Date	Reviewed Date	Reviewer	Action
March 2017	March 2017	Management Committee	Ratified by the Management Committee 28.03.2017
March 2019			

(NB: This policy should be read in conjunction with the PRU e safety policy).

1. Introduction

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. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

2. Aim

The aim of the Mobile Phone 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.

3. Scope

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Perryfields staff, committee members, children, parents/carers and visitors.

4. Policy statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images, bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

5 Code of conduct

A code of conduct is promoted which ensures that all Perryfields staff:

- have a clear understanding of what constitutes misuse.
- know how to minimize risk.
- avoid putting themselves into compromising situations which could be misinterpreted.
- 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.

An agreement of trust is promoted regarding the carrying and use of mobile phones within Perryfields Primary PRU which is agreed to by all Perryfields staff.

6. Personal mobiles

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 all Perryfields staff, children, parents and visitors, as detailed below:

Perryfields staff are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.

Other than in agreed exceptional circumstances, phones must be switched off (or to silent) and calls and texts must not be taken or made during work time.

Perryfields staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

Perryfield staff are not permitted to use their own personal mobiles to take photographs, videos or audio recordings during work time.

Children are not permitted to have their phone about their person. The phone must be handed into the office at the start of the day and collected at the end of the day

