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# Hassocks

## Staff Mobile Phone Policy

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**Policy Review Date: January 2025**

**Date of Policy: 23 July 2019**

**Next Review due: January 2026**

## Introduction and Aims

At LVS Hassocks the welfare and well-being of our students is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices. This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:-

- Safeguarding Policy
- Behaviour and Anti-bullying Policies
- Staff Code of Conduct
- E Safety policies
- Keeping Children Safe in Education

## Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus, creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:-

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- 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

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

## Personal Mobiles – Staff

- Staff **are not permitted** to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office and/or via landlines. If you are in a location where communication is not possible (e.g. fields, woods) and you do not have a walkie-talkie then staff should carry a school mobile phone for emergency use only.

- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time. **Staff should not be referring to the phone for checking the time in front of students.**
- Mobile phones should not be used in a space where children are present (e.g. classroom, corridor, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Staff must security protect access to their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Principal and office staff aware of this so messages can be relayed promptly.
- **Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras or school phones.**
- Staff should report any usage of mobile devices that causes them concern to the Principal.

### **Mobile Phones for Work Related Purposes**

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:-

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the School Office.

### **Volunteers, Visitors, Governors, Advisers and Contractors**

All Volunteers, Visitors, Governors, Advisers and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Parents**

While we would prefer parents not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We, therefore, ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We do allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Parents/carers are reminded of this at the start of every school performance, on sports day, etc. and will receive written reminder in the Shout Out.