



Special Partnership Trust



MOBILE DEVICE AND PERSONAL CALL POLICY

Date Last Reviewed: November 2019

Review Date: November 2021



AIM

This policy needs to read in conjunction with the SPT on-line safety policy, acceptable use policy, safeguarding and whistleblowing policy and anti-bullying policy. All staff who work within our Trust must sign the acceptable use policy and abide by the guidance contained in it.

This policy applies to all pupils, staff and visitors and explains the rules and procedures regarding the use of mobile phones (personal devices) within each Trust school /ARB's.

This policy is applicable to **any** mobile/tablet device (hereafter called personal device), with the exceptions below that has the capacity to take photographic images – still or moving. Local Authority, Health Authority or Approved Contractor issued devices are not considered 'personal devices' in the context of this policy, even if they have a dual purpose, as they are subject to scrutiny and policy in those employer contexts.

There is also an exception made for School Governors/Trustees who are permitted to use personal devices whilst in Governor/Trustee Meetings – although not whilst on class visits or other monitoring visits where children are in the vicinity.

It should be noted however, the use of the devices described in the two paragraphs above is still subject to the usual safeguarding rules as outlined within our school safeguarding policy. Key personnel within our Trust have been issued with a personal device; this will need to be accessible at all times to enable professionals/parents to contact the team if/as necessary (e.g. – Parent Liaison Officer). The use of this mobile phone and calls made (notes in relation to the call) will be entered into the telephone contact sheet held by each school (dated and initialled).

If any member of staff requires further advice and guidance in relation to this policy, they must seek this from the SLT of their school. If any member of staff witnesses' unacceptable use of a personal device which contravenes this policy this must be reported to the designated/deputy safeguarding lead officer of the school with immediate effect; failure to do so could result in sanctions being investigated/made.

RATIONALE

- To safeguard pupils from potential grooming or inappropriate relationships with staff and/or visitors
- To protect staff and/or visitors from any allegations made against them regarding inappropriate communication with pupils/families or misuse of images of pupils
- To ensure that everyone on site can communicate with each other appropriately to ensure the progress and well-being of the pupils upholding the aims of the acceptable use and safeguarding policies of the school

1. It is the policy of the SPT that employees/visitors do not use their personal devices during reception working hours (08.30-15.30) other than under the exceptions below*. In exceptional circumstances personal devices may be used with permission from the Senior Leadership Team; personal devices must not be used until permission has been granted. Personal devices must be switched off and kept in a secure place during working hours.
*They may be used in the staffroom and SLT offices. They may not be used in any other room. It is permissible for staff to use personal devices in their own vehicles if parked in the staff car park or away from the school building (e.g. – lunch-break).
2. Anyone needing to contact employees/visitors for urgent reasons should do so using the school landline. Employees/visitors should give this number to family members etc. so that they can be contacted in an emergency. The receptionist will ask how urgent the call is and ascertain whether it can wait until a suitable time – e.g., the person’s lunch break/after school. Urgent calls will always be passed on to employees/visitors immediately.
3. If off-site, the visit lead/deputy may have their personal device switched on; the details/purpose of this must be recorded within the risk assessment/additional control measures. This will also allow the school to be able to contact the visit lead/deputy in cases of an emergency. The telephone number of the personal devices (visit lead and deputy) must be entered on the educational visits out of school record sheet so that the group can be contacted by school if necessary. When staff are out supporting educational visits, non-urgent calls received by the school will be noted and a message passed on either through email or placed in the staff member’s pigeonhole using the telephone message pad held at reception.
4. It will be the responsibility of the visit lead/deputy to ensure personal devices are not used to take images of pupils; school cameras have been provided for this purpose. It will be the responsibility of the visit lead/deputy to remind all staff and parents who are helping to support such visits to remind them of this policy and the terms within it.
5. If personal devices are required to support individuals or when classes are split etc, this needs to be brought to the attention of the SLT for immediate discussion.
6. It is important to protect the pupils in our care from the possibility of their images being taken and used without permission (please refer to pupil permission slips at all times to ascertain if permission has been granted by parents/carers). Personal devices must never be used to take photos of pupils. A list will be kept by the school office for permissions to

use pupil's images in various contexts – this should be adhered to at all times whenever using a pupils' image.

7. Text messages or calls should not be made to pupils or parents using personal devices or personal landlines as this could open up the possibility of allegations against members of staff in relation to inappropriate relationships or communication. Calls made on the school telephones can be monitored but those on personal phones cannot. To do this, you must ask the permission of the SLT.
8. All staff MUST make a record of any call made to parents/carers using the agreed telephone log which is stored in the school office.
9. No personal calls should be made using school phones unless it is considered absolutely necessary; permission should be requested from a member of SLT to do so.
10. Any staff member who abuses this policy and does not adhere to it may be subject to information gathering which may lead to the disciplinary policy being invoked.

PUPILS

Pupils are discouraged from bringing their personal devices to school unless an absolute necessity; we recognise that many of our pupils wish to learn to use a personal device. We will recognise this aspiration and plan/deliver structured teaching session to support the development of their skills within this area; this will be taught via the functional curriculum offer within the school. In such instances a school personal device will be used.

If pupils bring personal devices to school, the phones must remain in their bags and switched off while pupils are in class, the school building and the school grounds. Parents will be advised that the Special Partnership Trust accepts no liability for the loss or damage to personal devices which are brought into the school.

Monitoring and review

This policy will be monitored and reviewed by the Head Teacher and Trustees /Local Governing body.