

Singleton C.E. Primary School



Staff use of Personal Mobile Phones Policy

September 2023
September 2025

Intent

- To safeguard pupils and staff
- To prevent the misuse of a personal mobile phones by both staff and pupils
- To prevent bullying or harassment directed against pupils and teachers
- To prevent inappropriate use which may lead to mis-interpretation

Implementation

Our school has a clear policy that pupils bringing mobile phones into school is not allowed. Therefore this policy provides guidance on the appropriate use of personal mobile phones by members of staff, including the potential consequences of misuse.

1. Staff use of mobile phones during the school day should be limited.
2. Mobile phones should be switched off and left in a safe place during lesson times. *During lesson times staff should only use mobile phones in designated areas. The designated area is the staff room.*
3. If a private call needs to be made then a request for a room can be made to the Headteacher or the school office.
4. Staff should not send and receive texts in classrooms or use camera phones at any time.
5. Staff should never contact students from their personal mobile phone, or give their mobile phone number to students.
6. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
7. Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.
8. Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate.

Camera technology

With regard to camera mobile phones, **a member of staff should never use their own phone to photograph a student(s), or allow themselves to be photographed by a student(s). This includes external visits off site.**

Consequences of contravening this policy

- a) Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation.
- b) The latter might involve suspension from work pending a Police investigation.
- c) Any offence of this nature involving a pupil is likely to be viewed as a serious disciplinary offence up to and including dismissal.