**Silver Birch School**

**Mobile phone policy**

**Issued:** 26/06/13

**Reviewed:** 09/12/19

**Next review date:** December 2020

Use of Mobile Phones Policy

The term ‘phone’ in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Use of Personal Mobile Phones for Staff

The school recognises that personal mobile phones have the potential to be used inappropriately.

Mobile phones should never be used to take photographs or videos of children.

Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.

* Should Staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children.
* Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
* Staff should never give their mobile phone number to any pupils. This also includes past pupils under the age of 18 years.
* Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.
* No photographs, videos or images of children should be captured using a personal mobile phone in any setting.

The school recognises that there are more potential hazards in the use of mobile phones in young and vulnerable people therefore the following guidance is applicable.

* It is good practice at silver birch school for staff to keep their mobile phones in a secure place away from the children. These are to be kept locked in a locker at the entrance of the building.
* Should staff need to use their phone in an emergency, this must be reported to the Head of silver birch school.

Use of mobile phones by young people

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* Any personal mobile phones that are brought in with the young person shall be collected in at the start of the school day before entering the school and put in a locked locker in the entrance of the building for the remainder of the day. If the young person doesn't follow these instructions and refuse to hand in there mobile then they will not be allowed to enter Silver birch school.
* If the young person enters the building with a mobile phone and doesn't hand it into the staff and is later discovered could face being suspended.
* We are aware that phones have access to the internet via 3G and 4G access and this is one of the reasons that phones are not allowed to be used during the school day. Mobile phone use can be a big risk to young people’s safety and security. We manage this by teaching young people how to browse safely and securely.

Use of Mobile Phones

The school has a number of mobile phones for use by staff.

Head teacher – Noel Thomas