



# **Wren Spinney Community School**

## **Mobile Phone Policy**

**Approved by:** LGB

**Date:** September 2023

**Next review due** January 2025  
**by:** LGB

Wren Spinney Community School

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## **Wellbeing in our Trust**

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health all employees seriously and are committed to supporting our staff. The Trustees ensure that support is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assured (confidential counselling support available through Perkbox account).
  - Education Support: telephone number 08000 562561 or website [www.educationsupport.co.uk](http://www.educationsupport.co.uk)

## **Mobile Phone Policy**

### **Rationale**

The policy defines and describes the acceptable use of mobile phones for all staff at Wren Spinney Community School and members of the school community.

The phrase 'mobile phone' in this policy should be taken as referring to mobile phones, tablets and other electronic mobile communication devices.

The school does not take responsibility for loss of, or damage to, mobile phones.

This policy should be read in conjunction with the school Safeguarding policy, Staff Code of Conduct and Acceptable Use policy.

The following principles apply:

### **Staff Members and Mobile Phones**

Wren Spinney Community School accepts that employees will bring their mobile phones to work, however do so with the acknowledgement and acceptance of the following:

- Staff mobiles must be kept switched off or on silent at all times. Mobile phones must not be handled, or answered, during lessons or meetings except with the permission of the Headteacher. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones may only be used during breaks. Any member of staff found using a mobile phone without permission, may be subject to disciplinary action by the Governing Body.

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- In the event that an employee has a particular reason, for a specified period of time, they may request the Headteacher's permission, with being granted to leave their phone on during working hours.
- Staff mobiles should be kept out of sight.
- Staff are advised not to give their home telephone number or their mobile phone number to parents.
- Photographs and videos of pupils should not be taken with mobile phones.
- Staff should only communicate electronically with parents and carers from school accounts and only on approved school business software.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).

**UNLESS:** Staff may use their mobile phone for emergency contact when involved in off site visits, trips into the community.

### **Children and Mobiles**

The following rules apply:

- If a child brings a mobile phone into school, it must be only be used under the supervision of a staff member for the purpose of learning.
- Children are **not** permitted to bring mobile phones to school, without written permission from a parent and agreed by the Headteacher
- If a child brings a mobile into school, it must be handed in at reception on arrival, and picked up at the end of the day.

### **Review**

There will be an annual review of this policy by the Local Governing Body.