



## Staff Mobile Phone Policy

*St Mark's CofE Primary School*



At St Mark's, safeguarding underpins all that we do, creating a safe and protective environment for all of those in our community.

With regards to technology, we are aware that mobile phones have the potential for risk to children when not managed carefully.

Equally, we recognise that mobile phones play an ever-increasing part of our lives, including our working lives. COVID has also increased the need to be able to communicate from a distance. Given our large school, mobile phones are a helpful tool to aid communication and enable an effective use of staff time for work purposes.

This policy sets out the safe use of mobile phones for work purposes within school by staff. This policy does not cover pupils. This policy complements the Staff "Code of Conduct" and "Policy on Staff Acceptable Use of ICT".

Where children are present:

- mobiles must only be used for school purposes, which will primarily be for the use of staff communication
- staff must not be accessing social media sites or using the phone for personal reasons
- photos or recordings must not be taken of children or staff. If staff give permission for their photo to be taken, then that is acceptable. In rare situations where a child's photo needs to be taken on a mobile phone, the head teacher or deputy head teachers must be consulted first to give permission for this to happen. The photo must also be deleted in the presence of another staff member (including off any cloud-based systems e.g. iCloud).
- mobiles must never not become the focus; teaching and learning must remain the focus
- casually having your mobile out and browsing is not acceptable
- children must not use the mobile

Mobile phones can have schools accounts on them (eg. for accessing school email/teams/communication) but security/safety measures must be in place, for example a pin to access the phone. Staff must also ensure that they are the only ones who can access confidential information on the mobile.

If a mobile is lost or stolen (at home or at school), passwords for school accounts must be changed, and the head teacher should be informed.

If a staff member does not follow these rules, then disciplinary procedures may be taken.

Policy adopted: September 2021

Next review: September 2026