



Plympton St Maurice  
Primary School

Resilience Aspiration Inclusive Supportive Encouraging

# Mobile Phone and Smartwatch Policy

Reviewed September 2023

# **1. Introduction**

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones and smartwatches, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

## **2. Aim**

The aim of the Mobile Phone and Smartwatch Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones and smartwatches are effective communication tools - which in turn can contribute to safeguarding practice and protection.

## **3. Scope**

This policy applies to all individuals who have access to personal or work-related mobile phones and smartwatches on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

## **4. Policy Statement**

It is recognised that it is the enhanced functions of many mobile phones and smartwatches that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones and smartwatches can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones and smartwatches are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones and smartwatches is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas are situated within the setting, and signs to this effect are displayed throughout.

'Mobile free' areas are those which are considered to be the most vulnerable and sensitive, and include:

- Sleep areas
- Changing areas
- Toilets
- Bathrooms

A zero-tolerance policy is in place with regards to the **use** of personal or work-related mobiles by any individual in these areas.

## **5. Code of Conduct**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

It is therefore ensured that all practitioners:

- Have a clear understanding of what constitutes misuse
- Are vigilant and alert to potential warning signs
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all practitioners.

## **6. Procedures**

### **6.1 Personal Mobiles and Smartwatches**

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

**Practitioners** are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.

Other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during work time.

Practitioners are not permitted, in any circumstance to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting. [Where possible, childminders should have a designated work phone, separate to their home/personal number].

**Children** from Year 5 & 6 only, are permitted to have their phone or smartwatch in school. **We ask parents to request a mobile phone/smartwatch agreement (see appendix 1) and fill this in returning it to school.** If phones/watches are brought to school, they must be switched off and not used during the course of the day. Pupil's mobile telephones and smartwatches **MUST** be handed in to the class teacher at the start of every day and returned by the teacher at the end of the school day. **ALL** mobile phones and smartwatches must be clearly labelled with the pupil's name. The school accepts no responsibility for mobile phones brought onto school premises.

**Parents, visitors and contractors** are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.

Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

## **6.2 Work Mobile**

The use of a designated work mobile is promoted as it is:

- An essential part of the emergency toolkit which is taken on off-site trips
- An effective communication aid, enabling text, email messages and calls to be made and received
- A back-up facility should problems be experienced with the landline – or where contact needs to be made out of work hours

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the work mobile, which is password protected, and stored securely when not in use.

Personal calls are not permitted to be made on the work mobile, other than in agreed exceptional circumstances. Contact or calls can be made via the work mobile in the event of an emergency. All calls are logged.

The work mobile is clearly labelled as such, and additional features such as cameras are disabled or not available/used.

### **6.3 Driving**

If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommend that practitioners follow the same procedures regarding their own personal mobile phones.

Under no circumstances should practitioners drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

### **6.4 Safe Storage**

A designated safe and secure area for practitioners (and children, where applicable) to store their personal belongings during the working day is available. Practitioners have the **option** to store their mobile phones in this area, should they choose. This however is not a mandatory requirement.

Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

### **6.5 Emergency Contact**

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and piece of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.

The reliance on an answer phone is avoided except for times outside of the setting operating hours or should children be taken off the premises on a trip. The answer phone is always checked promptly on opening or return.

# Appendix 1

## Plympton St Maurice Primary School

### Mobile Phone/Smartwatch Agreement

#### Our Yr 5/6 Pupil Mobile/Smartwatch Rules

- All pupils bringing a phone/watch into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone/watch into school. Any phone/watch brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs on the way into or out of school. This is because some children are not allowed to have their picture taken.
- Mobile phones/watches must be switched off when on the playground and not be switched back on until they have left the school grounds at the end of the day.
- All phones/watches should be turned off before handing in to your teacher or teaching assistant.
- The school cannot accept responsibility for damage or loss of a mobile phone/watch brought into school.
- The school has the right to confiscate or search a mobile phone/watch. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Name of Yr 5/6 Child \_\_\_\_\_

Reason for needing a mobile phone in school \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

Pupil: I will follow the school mobile phone rules.

Yr 5/6 Pupil signature \_\_\_\_\_ Date \_\_\_\_\_

Our school online safety co-ordinators are Mr Rickard (Headteacher) and Mr Callard (Computing subject leader). Please feel free to contact them if you have any concerns regarding online safety