
MOBILE PHONE POLICY



PILGRIM
PATHWAYS
SCHOOL

Approved by:	Management Committee	Date approved:	1 st February 2020
Date reviewed:	September 2023	Next review due by:	September 2026
Policy Lead:	Nadine Gooding-Hebert, Headteacher	Ownership:	Management Committee

Mobile Phone Policy

1. Use of personal mobile phones and cameras by staff and volunteers

The Pilgrim Pathway School recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency, following a discussion with the Teacher in charge of the centre and/or headteacher/deputy headteacher.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Personal mobile phones should not be used in teaching spaces during school hours.
- Personal mobile phones should be kept out of site of the students.
- If a staff member, student or volunteer must use their mobile phone (see above, in case of emergency) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of mobile phones and cameras by non-staff

The Pilgrim Pathway School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore in the Pilgrim Pathway School setting management has implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.