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# MOBILE PHONE POLICY

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PILGRIM  
**PATHWAYS**  
SCHOOL

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| <b>Approved by:</b>   | Management Committee     | <b>Date approved:</b>      | 1 <sup>st</sup> February 2020    |
| <b>Date reviewed:</b> | February 2020            | <b>Next review due by:</b> | February 2023                    |
| <b>Policy Lead:</b>   | Leah Miller, Headteacher | <b>Ownership:</b>          | Pilgrim PRU Management Committee |

## Mobile Phone Policy

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

The Pilgrim Pru recognises that staff, students and volunteers may wish to have their personal mobile phones at work 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 the setting management has implemented the following policy:

- Personal mobile phones should be used at the discretion of the teacher during school hours.
- Personal mobile phones should be screen locked and kept out of reach of the students.
- If a staff member, student or volunteer must use their mobile phone (see above) 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 Pru 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 PRU 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.