

Mobile Phone Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
SLT Body	
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1. Introduction and aims

At Work Skills Learning we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider WSL community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the WSL's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in WSL, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by WSL, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Head of Centre is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by WSL) are not permitted to make or receive calls, or send texts, while students are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The head of centre will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, WSL staff can use the office number 02088021112 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential organisation information. More detailed guidance may be found in the Data Protection Policy and ICT and Internet Acceptable Use Policy, both of which may be found on our website.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/trip/activity, this must be done using WSL equipment.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by Work Skills Learning for work purposes.

Only authorised staff are permitted to use WSL phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

- Pupils are allowed to bring their mobile phones to WSL. However, pupils are not permitted to use their mobile phone during lesson times.
- During lesson times a pupil's mobile phone(s) must remain in their bag or pocket.
- Pupils mobile phone must be set to silent.
- If necessary, during break times a pupil may contact their parent/guardian for reassurance purposes only.
- Pupils are not permitted at any time to access live video apps via their mobile phone(s).
- Pupils are not permitted at any time to access inappropriate content via their mobile phone(s).

It is recognised that pupils at Work Skills Learning have special needs. Pupils who persist in using their phones during lesson times or accessing inappropriate content will be dealt with on a case-by-case basis. This could include temporary confiscation of the mobile phone(s) and/or the pupil not being permitted to bring their mobile phone(s) to WSL.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as WSL fair) when prior permission has been sought, or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at WSL.

Parents or volunteers supervising WSL trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

6. Loss, theft or damage

WSL accepts no responsibility for mobile phones that are lost, damaged or stolen on our premises or transport, during visits or trips, or while pupils are travelling to and from WSL.

7. Monitoring and review

WSL is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, WSL will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations