



## Acceptable Use of Mobile Telephone Policy

June 2020

### Mission statement:

**"Enjoy, learn, achieve"**

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Headteacher: Mrs P Matty

## **Grove school**

### **Mobile telephones acceptable use policy**

#### **1. Aim of the policy.**

The increased use of mobile telephones requires that staff, agency professionals, parents, pupils and volunteers take steps to ensure that mobile phones are used safely and responsibly on the school site.

The following policy provides guidelines for all regarding the acceptable and appropriate use of mobiles in school and on educational/residential visits.

#### **2. Why do we have a policy for the acceptable use of mobile phones?**

- The use of mobile phones can be disruptive to learning
- Mobile phones are vulnerable to theft, loss or damage
- The use of phones as cameras or video recorders could lead to safeguarding and data protection risks with regard to unauthorised capture and/or distribution of images

#### **3. Statement on the use of mobile phones and cameras**

Personal mobile phones and cameras should not be used in teaching areas by staff or visitors during the hours when children are on site. If a member of staff needs to take or respond to a personal call then the PPA room, staffroom or outside the grounds can be used for this purpose. This applies to staff contracted by school e.g. agency professionals, site contractors.

When visitors to school and agency professionals sign in at the main school office, the administrative team overseeing their signing in will verbally remind visitors and professionals that the use of mobile telephones is prohibited in all spaces where there are children and should they wish to make or respond to a call this must be done in the staffroom or outside the school site.

Pupils are not allowed to bring mobile telephones onto the school site without the express written request from a parent, and response, in writing, from the head teacher. This is a rare event and is only granted where a parent and school has concerns about a child's safety.

Administrative staff, building site supervisors and members of the senior management team have been issued with a school mobile telephone and are authorised to use mobiles allocated by school in school time for school related issues. These telephones can be checked and use verified by the head teacher. The school has mobile telephones for use in the Forest School areas, by the staff taking pupils off site for educational visits and for staff taking children swimming.

Parents are requested to switch off mobiles when they enter the school building. Any parents using a mobile phone on site will be asked to turn it off by any member of staff who observes use. All staff have a responsibility to be vigilant and act straight away. Parents may use mobile telephones for photography purposes in assemblies, usually at the end of an assembly and an image/s taken of their own child. Staff must maintain vigilance at these times and address any behaviours which concern them, paying particular attention to any requests from parents and carers who do not wish their child to be photographed. At the start of an assembly a senior leader will remind all parents that images of

children can be taken on mobile telephones at the end of the assembly and to respect the request that some parents will not wish images of their child to be posted on social media.

Staff can use school mobiles whilst on off site visits. These phones will be provided by school. The telephone number is recorded on the risk assessment for the visit.

#### 4. Statement on the photographing of pupils on and off site.

Parents have the right to request, in writing, not to have their child photographed. This request should be made to Mrs P Matty, Head teacher. When a child joins the school parent/carers are requested to complete a form which gives permission for photographs to be taken. This information is maintained on file.

Staff can photograph pupils for the following reasons using cameras and recording equipment allocated by school:

- To record a pupils progress and inform observations
- To record events on site and off site that children participate in
- For display purposes
- Photographs taken by staff are processed and printed on school premises

Should images be published on the school website or used for promotion/training out of school the permission of parents must be requested.

In response to GDPR school have written to each parent requesting permission to photograph their pupil. Information about consent is stored on the school's system.

### **Update to the policy during the phased reopening of Grove school, COVID 19.**

NHS Test and Trace

## **How NHS Test and Trace will contact you**

You'll be contacted by email, text or phone.

Text messages will come from the NHS. Calls will come from 0300 0135000.

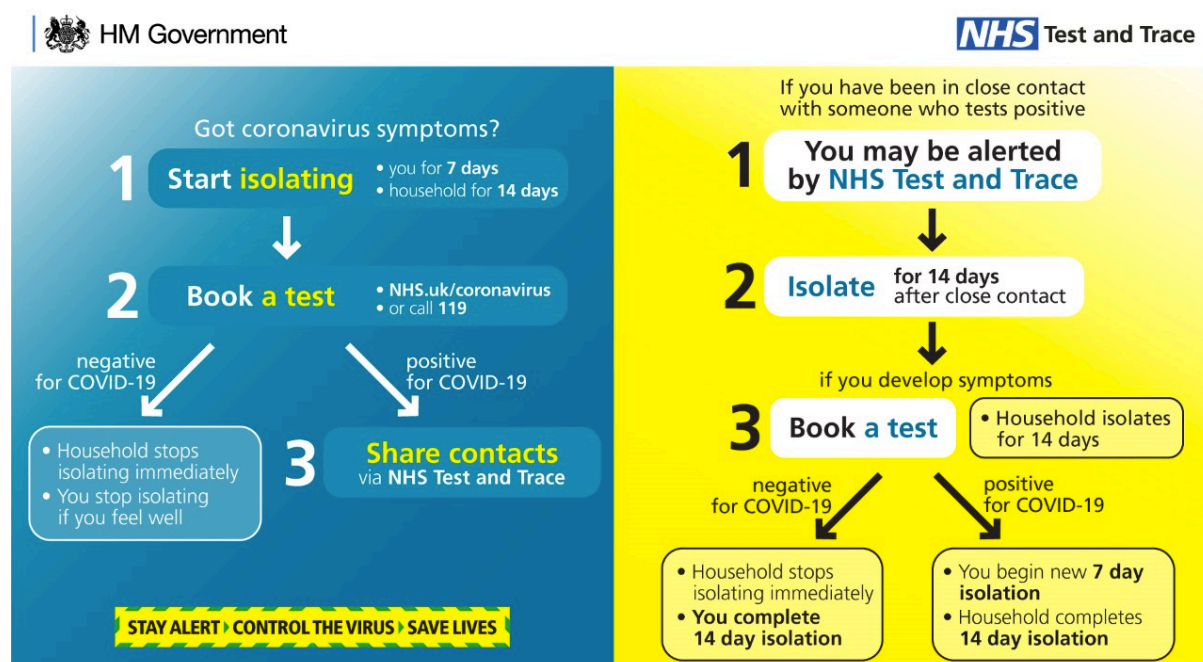
Children under 18 will be contacted by phone wherever possible and asked for their parent or guardian's permission to continue the call.

You'll be asked to sign in to the NHS Test and Trace contact tracing website at <https://contact-tracing.phe.gov.uk>.

If you cannot use the contact tracing website, they will call you.

Whilst staff are working in school they will need to keep their personal mobile telephone on their person, on vibrate, to receive a text message or telephone from NHS Test and Trace.

If contacted by Test and Trace a member of staff will need to contact Mrs P Matty to inform her that you will need to take the call from the Test and Trace team.



**School contact numbers:**

### Staff Telephone Numbers

	Extension	Mobile
Main School Office 1	44669	
Main School Office 2	41032	Michelle Murphy
Main School Office 3	52700	Trish Reville
Upper School Office	41034	Maddie Rogers

Upper School office	41028	Karen O Mahoney
Deputy head/finance office	47196	Elaine Patel
Pamela Matty	41031	07864 933 083
Justine Baker	41026	07864 933 084
Emma Mills	47193 / 47194	07864 933 074
Elizabeth Gallagher		07885 822 556
Ingrid Hines		07850 066 562
Jayne Basnett	59179	07885 822 549
Catherine Dowell	59184	07516 031 709
Amanda Armstrong		07880 180 302
Elaine Patel		07880 180 301
Michelle Murphy		07516 031 704
Michael Fyffe		07867 358 579
Lee Haste		07867 358 580
Sally Caley		07880 180 303
Andrew Upshaw		07970 335 645
Cleaner mobile		07825 052 207
Trish Reville		07892 785 195
Maddie Rogers		07840 638 328

Lower School PPA Room	52860	
Outdoor Classroom	59185	
Kitchen	0121 554 9555	