



# Grove School

## Acceptable Use of Mobile Telephone Policy

Spring 2023

Mission statement:

**“Enjoy, learn, achieve”**

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## **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.

#### 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	Admin staff
Upper School office	41028	Karen O Mahoney
Finance office	47196	Elaine Patel

Justine Baker	41031	07864 933 084
Cath Dowell	47194	07516031709
Jonathan Bentley	47194	0788 0180302
A Bennett	59178	07864933074
H Hunt-Stewart	59177	07840 638 328
E Rice	59168	07892 785 195
K Nguyen	59171	07864933083
C Willoughby	59163	07885822561
Elaine Patel		07880 180 301
Michelle Murphy		07516 031 704
Michael Fyffe		07867 358 579
Declan Reville		07867 358 580
Cleaner mobile		07825 052 207
Lower School PPA Room	52860	
Upper School - Kitchen	59185	
Kitchen	0121 554 9555	