



PALACIO  
DE  
GRANDA

## **MOBILE PHONE – STAFF policy** *Política de teléfonos móviles - personal*

Review Frequency	Annually
Most Recent Review	Summer 2022
Next Review Due	Summer 2023
Head Teacher	Ricardo Diaz

**Introduction:**

This policy outlines the acceptable use of mobile phones at Palacio de Granda School in the context of safeguarding, underpinned by our statement of vision and values which permeates everything we do and say.

At Palacio de Granda we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

**The policy aims to ensure that:**

- There is a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and guarantee increased vigilance.
- The awareness of all staff (including students on placement, volunteers and those from Supply Agencies) is raised in their role of safeguarding in all areas of school life.
- Students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that students receive the undivided attention of adults at all time

**Key principles which underpin this policy:**

- The safeguarding of students is of paramount importance
- Every staff member is accountable for the safeguarding of our students
- All students have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect

**Mobile phones – Staff - acceptable use:**

At Palacio de Granda we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with students.

**Staff members** (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

1.1 Is used only in the staffroom, outside of the school gate, or in office spaces when no students are present (unless the telephone belongs to the school; company phone).

2.1 Only used during break times and at either end of the school day. (unless waiting for an urgent call and given permission by a Coordinator, Deputy Head or Headteacher)

3.1 When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

4.1 School devices must be used to take student photos. When using personal mobile phones, photos must be only taken for marketing purposes. These photos must be deleted immediately after sending them to the designated person.

5.1 Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so. The above information is shared with new staff members as part of the induction process.

**Visitors (including parents, professionals, contractors):**

1.1 Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.

2.1 Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave

**Visitors (including parents, professionals, contractors) continued:**

3.1 A brief, jargon-free policy summary is available for staff to share with visitors. This ensures that the message is consistent and unequivocal where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication (for parents this may be in 'New Starter' documentation, school newsletters, letters inviting parents to annual review meetings, mailings, emails)

**It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.**

In the event that you have a concern or are contacted by external party regarding safe guarding emergency, the DSL (Designated Safeguarding Lead), and Deputy Lead. The DSL and DDSL should be contacted immediately if concerns are raised/reported. Details surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

The staff is expected to be consistent and to follow the policy outlined below for students' mobiles:

**Students are not allowed to carry personal phones in school for the reasons outlined below:**

- Students calling parents to pick them up if they feel ill, without approval/previous contact with our medical team.
- Staff having photos/videos taken and used in social media.
- Persistent safeguarding issues and concerns.

**Students' use of mobile phones is prohibited within the school premises**, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and/or disruptive to teaching and learning. This may include phones, DS/Game consoles and **smart watches**. This does not include those students who require the use of electronic devices as an essential tool for their learning such as Chromebooks. Mobiles may be in school however they must not be seen or heard.

*\*Please refer to the Electronic Devices Policy*

**Students found with their phones or accessories out:**

The phone is confiscated, and behaviour for learning policy followed.

The phone is placed in Coordinator's office to be collected at the end of the day by the student.

Repeat offenders (two or more incidents), parents are to be contacted and are required to pick up the phone from the Coordinator's office when convenient, with the pastoral team informing parents and an escalated sanctions if required.

If the student refuses to hand his/her phone over, the school behaviour policy is to be followed and pastoral team/Deputy Head to proceed if escalation is required