



# BATH & WELLS Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## Use of Mobile Devices

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### 1. Purpose

At **St John the Evangelist Church School** the welfare and safety of our children is paramount. The purpose of this Policy is to ensure that we promote safe and appropriate use of mobile devices, including but not limited to mobile phones, tablets, digital recorders and pens with recording capability. It gives clear and robust guidelines to all adults in the school.

### 2. Roles & Responsibilities

#### The Local Governing Board (LGB)

The LGB will monitor and review the working of the policy and procedures regularly.

#### The Headteacher

The Headteacher will ensure that all staff, volunteers, governors, visitors and contractors are aware of the policy.

The Headteacher will respond to any concerns raised about the use of mobile devices in school.

#### All staff

All staff are responsible for adhering to the policy and reporting any concerns about the use of mobile devices immediately.

#### Volunteers, Governors, Visitors, Contractors

All BWMAT Central team members, Volunteers, Visitors and Contractors are expected to follow our use of mobile devices policy. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### 3. Use of personal mobile devices on the school site

- Mobile devices should not be used in any area where children are present
- Use of mobile devices should be limited to non-contact time and only in designated areas where children are not present

***The designated area for mobile phones is only in the school's admin block. Staff mobile telephones must be switched off, or set to silent, and locked away in designated lockers whilst staff are around the school and children are in the building. Staff may check their mobile phones and break times and lunchtime but only in the Admin block, where lockers are located and children are not present.***

- Mobile devices should be out of site and either switched off or on silent unless in a designated area
- Mobile devices should be password protected
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make their Line Manager/ Headteacher aware of this and agree access to the device
- Images should not be taken on personal mobile devices
- Recording equipment on mobile devices should not be used in school
- Legitimate recordings and images should only be taken on school equipment
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

#### **4. Use of personal mobile devices off the school site for school related activities or visits**

- A school mobile device should be used for any off-site activity or visit
- The use of personal mobile devices for any activity or visit off the school site must always be agreed with your Line Manager/Headteacher and be included in the risk assessment
- Personal mobile devices should only be used in an emergency and to communicate with the school. Any communication with parents should be via the school
- Personal mobile devices should not be used to take any images and recording equipment should not be used