BATH & WELLS
Multi Academy Trust

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

St John the Evangelist Church School

Mobile Devices Policy

Approved by: Bath & Wells Multi Academy Trust Board **Date:** 1 September 2023

Next review date: **September 2027**

1. **Purpose**

At St John the Evangelist Church School 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:**

Local Governing Committee
The LGC 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. These are the admin block/ office including the staff room, the Kitchen block and the outside office space.
- Mobile devices should be out of sight 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

5. Early Years Foundation setting

- The use of mobile devices and photography or recording devices should not be used in the Early Years Foundation Stage unless prior consent has been granted by the Headteacher.
- All professionals, agencies and visitors are not permitted to use their devices in the EYFS.
- Visitors and parents will be reminded that the EYFS is a no mobile phone zone.
- All staff are responsible for challenging those who access EYFS areas.