



The Woodlands Centre

Mobile Phone Policy

Member of Leadership Team with Responsibility for Update of Policy	Business Manager
Headteacher	Jules Taylor
Date adopted by the Governing Body	2 nd October 2018
Policy Review Cycle	Annually
Date for Policy Review	October 2019

This policy has been written in accordance with:

- The Department for Education guidance document 'Keeping Children Safe in Education' (KCSIE September 2018)
- The Schools Child Protection and Safeguarding Policy

For the purposes of this policy, the term 'mobile phone' includes all smart devices with mobile technology (for example, phones, watches, tablets, etc.).

Purpose

- The widespread ownership of mobile phones among young people requires that school staff, governors, students, parents and carers take steps to ensure that mobile phones are used responsibly throughout the school.
- The school recognises the potential for mobile phones to be used inappropriately and compromise the confidentiality of the students in our care.
- This acceptable use policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed.
- The school has established the following acceptable use policy for mobile phones that provides everyone with guidelines and instructions for the appropriate use of mobile phones during school hours.
- Staff that are issued with a school mobile phone will also sign and accept the Woodlands Centre Staff Mobile Phone Policy.
- The acceptable use policy for mobile phones also applies to students during school excursions, residential visits and extra-curricular activities.

Responsibility

- No students at Woodlands, Acorns or Oaks will be allowed to bring mobile phones into school.
- Students that have their phones for the taxi journey to school will hand them to staff on arrival at school and they will be returned at the end of the day.

Acceptable Uses

Students

- Parents and carers are reminded that in cases of emergency, the main office should be the first point of contact

Staff

- No member of staff should have a phone on their person during teaching/contact time
- Mobile phones can be used at break times in the staff room, empty classroom or office.
- No staff member should ever give their personal phone numbers to pupils or parents

- No member of staff will on any occasion use the camera function on their phone either in school or on educational visits.
- If a member of staff is expecting an urgent call, they should let the office know and the call should be made to the office not the personal mobile phone. Arrangements will always be made for privacy if required.
- Mobile phones belonging to school should be taken on educational visits for use in emergencies.
- Staff should not allow students access to their mobile phone unless in extreme circumstances, and only then in order to make an emergency phone call.
- Personal mobile devices cannot be connected to the wireless network in school. Devices may be connected to the guest Wi-Fi.

SLT and site staff

The following people have school issued mobile phones for school business only;

- Head of Centre
- Head of School
- Woodlands Outreach Staff
- Business Manager
- Site Manager
- ICT Manager
- ICT Technician

Visitors

All visitors (including parents and contractors) will be requested to switch off their phones when they are on school premises.

Should contractors need to take photographs, these must be supervised by a member of staff.

We recognise that there will be occasions when contractors may need to make calls on their mobile phones. This should not be done in the vicinity of students.

Responsibility for mobile phones

School accepts no responsibility for theft, loss or damage relating to personal mobile phones. It is the responsibility of staff, parents and students to ensure mobile phones are properly insured.