

The Holy Spirit Catholic Primary



Mobile Phones Policy

Headteacher: Mrs. C. C. Smith

Chair of Governors: Mrs. B. Burgess

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Health and Safety of Mobile Phones

Introduction

While scientific studies have failed to demonstrate any harm to humans caused by using hand-held mobile phones, no study has totally eliminated the possibility of harm from the radio waves emitted by mobile phones during use. In absence of any concrete proof that no risks exist, this Policy is intended to reduce exposure and therefore risk.

Given the current concerns employers has a duty so far as is reasonably practicable to ensure the Health, Safety and Welfare of its employees and pupils. For that reason, Halton Borough Council must take suitable and sufficient action to minimise potential risks.

Scope

To provide users of mobile phones with adequate safety information on the possible hazards associated with using this equipment.

Responsibilities

Head teachers

Schools have experienced problems with the disruptive use of mobiles and should have clear guidelines about acceptable use, developed in consultation with the whole-school community. As a minimum requirement they should ensure that the use of personal mobile phones is prohibited during lessons.

They should promote the safe use of mobile phones and also enforce and communicate that the prohibition the use whilst driving.

Employees

Driving

It is illegal to use a hand-held mobile phone whilst driving, [REP-SCH-POL-2 Occupational Road Risk Policy.4.doc](#) as such employees using mobile phones for work-related calls should:

- Ensure that the phone is turned off whilst driving. This will avoid unnecessary distraction.
- Where necessary use a "voice-mail" service for messages and return the call at the end of your journey.
- Make sure that your mobile phone is switched off when visiting petrol stations. Incidents have been reported where the charge from mobile phones has been sufficient to ignite the vapours from petrol.

With regard to hands-free phone equipment, research has also suggested, although not proven, that hands-free head sets may pose a greater risk from radiation than using a normal handset.

The use of hands-free equipment is **not recommended** as evidence suggests that concentration may still be reduced therefore placing the driver and others at risk.

Safe Systems of Work

- i) Follow manufacturer's instructions.
- ii) Keep the number of calls using mobile phones to a minimum. Always use a landline where possible.
- iii) Keep the length of conversations as short as possible.
- iv) Do not carry mobile phones in pockets whilst they are switched on.

Purchase of equipment

Only mobile phones with levels of "Specific Absorption Rates" (SAR) below 10 should be purchased. Best practice would be to purchase at levels below 5 SAR.

Acceptable Use of Mobile Phones

The Holy Spirit Catholic Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children.

This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones

1. Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed area in the school.
2. If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the office / staff room.
3. Where it is essential for staff to make a personal call during a session, they should, (with the agreement of their line manager), make this in the agreed area not used by children.
4. Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours
5. A mobile phone will be taken on whole-group outings in accordance with guidance. The Statutory framework for the Early Years Foundation Stage states that providers should take contact telephone numbers and a mobile phone on outings.¹

Children

Children are not allowed to bring mobile phones into the school/setting.

Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children.

The School notes the following Ofsted advice

'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.'

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements.

We will seek permission from parents/carers to take photographs of their children for this purpose, using the school's own camera.

Camera or video functions on mobile phones must not be used in the school.

Exceptional circumstances

This is an extended site and it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.

This policy was adopted on

Program Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed regularly by Risk & Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- An injury or near miss resulting from the use of a mobile phone;
- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised/updated in order to correct any deficiencies.

This policy was adopted on _____

Signed _____ Chair of governors