



# WE ARE KEEPING YOU SAFE

## Mobile Phone Policy for Staff, Visitors, Volunteers and Students

**This policy provides clear guidance on the use of mobile phones at DPA by both staff and pupils.**

### **Introduction**

DPA has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

### **Camera Mobile Phones**

Camera mobile phones are now the norm and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

### **Staff Policy**

Staff use of mobile phones during their working day should be:

- outside of their lessons
- discreet and appropriate eg: not in the presence of pupils

Mobile phones should be on silent and kept in a safe place during lesson times. DPA cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should ideally not use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. If you need to use your camera phone for DPA purposes please ensure no footage is stored on the device.

## **Parent, Visitors or Volunteers In School Policy**

Adults either inside DPA or accompanying children on any trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at an event where photography is permitted.

Adults, visitors or volunteers should only use their mobile phone when students are not around. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a trip are asked by the teacher to take photos as a record of the visit, they will be issued with a DPA camera.

## **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to the studio DPA discourages pupils bringing mobile phones to classes due to the potential issues raised above.

When a child needs to bring a phone into DPA phones should be clearly marked so that each pupil knows their own phone. Parents are advised that DPA accepts no liability for the loss or damage to mobile phones which are brought into the studio.

Where a student is found by a member of staff to be using a mobile phone during classes, the phone will be confiscated from the pupil, handed to the office who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in the office until the end of the day. The pupil may collect the phone at the end of the school day. If this practice continues more than three times, then DPA will confiscate the phone until an appropriate adult collects the phone from a teacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other students or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher.

Should a pupil be found to be using their phone inappropriately, DPA reserves the right to withdraw this privilege and they will no longer be able to bring a phone into the studio.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully students.

Should parents need to contact pupils or vice versa during the day/evening, this should be done via the usual procedure of contacting the office via phone or email on 01493 718292, [enquiries@dpadreams.co.uk](mailto:enquiries@dpadreams.co.uk) or the DPA Customer Portal.