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**The Downfield Promise**

**P**artnership

**R**espect for all

**O**pportunities

**M**indset

**I**nclusive

**S**afe and nurturing

**E**ducation: Successful learners

**Use of phones - pupils**

**Approaches**

* While we acknowledge a parent’s right to allow their child to bring a phone to school, we discourage pupils from bringing phones to school due to a range of issues.
* Pupils must place their phones in a safe place as directed by their teacher. This place will be kept locked during the school day.
* Any child misusing a phone or refusing to comply with this guidance will have their phone taken by HT and parent will be called.
* Any child found taking photos or video footage of pupils or teachers will have phone removed and parents contacted. Phone will only be returned to a parent and child may be excluded if parent is not supportive of removal of the photographs/video. The right to bring a phone into school will be removed in future.

**Use of phones - staff**

**Devices used in school**

* Personal phones should only be used outside of contracted hours and within the confines of the school office or staff room.
* Any use during lunch breaks etc should be discreet and appropriate e.g. not in presence of pupils
* Personal phones should be off and in a safe place during teaching times.
* Staff should never contact parents or pupils on their own phones. Contact should be made via Seesaw or school phones.
* Staff should never send to, or accept from colleagues or pupils, texts or images that are deemed to be inappropriate in nature.
* Staff should not use their personal phones to photograph pupils or allow themselves to be photographed by pupils. Please use school devices.
* Motorola radios – we have a number, with chargers kept in offices. Most support staff have these. These are also held in some classes to allow teaching staff to summon help if required (emergencies only).
* School mobiles – these are held by the HT and DHT

HT – 07979702271

DHT- 07979702271

**Walkie Talkies - guidance and agreed approaches**

* The radios are used in school routinely as part of the school’s safeguarding measures.
* They are used to support staff on duty primarily at break and lunchtimes.
* They provide a means of keeping everyone safe – during occasional volatile situations support can be summoned quickly e.g. during fire evacuations or emergencies, urgent medical situations, violent or aggressive incidents etc.

**Why use them?**

* Charging – once a week and when needed.
* Earpieces – used to support privacy and confidentiality
* Broken devices - should be reported to DHT/PT
* Additional walkie talkies stored in SLT offices or main office
* All radios are labelled with staff names.
* Radios should not be taken home!
* For professional use, sharing of essential info to keeping info to a minimum
* Conversations can be overheard by parents and pupils as well as other colleagues
* We must respect data protection, safeguarding and confidentiality. Keep content as private and professional as possible.
* Speak professionally and with respect
* Use pupil initials and class to identify
* **Push – pause – talk**
* Charge overnight each as and when required
* Turn off before you leave work
* In an emergency talk **calmly** and say ‘X needing support in X area now please’.
* For 1st Aid say ‘1st aid required in X area please’
* Respond to a request with your name and that you are on your way, so that others do not also leave their post to attend to the same issue.
* No more than 2 adults responding to incident unless more are requested
* If SLT required, say ‘a member of Leadership team required in X area please’. Please do not say ‘management’ or use as a threat in earshot of the child.

**Housekeeping**