

Mobile Phone Policy



Love, Learn and Shine Together with Jesus.

Written: March 2024

Date of Review: February 2025

Leader: Mrs C Sime

Statement

As a safeguarding school; providing a safe and secure environment for everybody in our school family is of paramount importance. In this way teaching and learning can be conducted in an environment free from unnecessary distractions or disruptions.

Aims

- To inform all members of our school community about the appropriate use of mobile phones at our school
- To outline the procedures and processes so that there is full understanding on appropriate use of mobile phones in school.

Children

- Children are not allowed to bring mobile phones to school.
- There are no reasons why a child needs to use or have in their possession, a mobile phone during the school day.
- Children are not allowed to take mobile phones on residential or school trips. Children who break this rule will be considered to have broken an important school rule and will face sanctions.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- In general, children should not bring valuable items to school, as they can easily be lost or stolen, which is often distressful for the child. **Parents need to be aware that mobile phones are not to be brought into school.**
- In exceptional circumstances the school may allow a child's mobile phone onto the school premises. This will only take place after the parent/carer have previously sought approval from the Head Teacher. In this instance the mobile phone will be given to the school office for safe keeping until the end of the day. The mobile phone must remain switched off whilst in school. Parents need to be aware that this will be done entirely at the owner's risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. **Only those children who are making their own way home from school will be permitted to bring their phone into school.**
- **Appendix 1 is the form parents will be required to complete in order to seek approval from the headteacher.**
- If a child brings a mobile phone to school without prior arrangement with the Head Teacher the phone will be removed from the pupil for safe keeping. The phone will be stored in the school office and the parent/carer will have to collect the phone at the end of the school day. If a pupil brings a mobile phone into school with our knowledge and then uses it to take photographs or video footage of either other pupils or members of staff, this will be regarded as a serious offence and the Head Teacher should decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the school governors. If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed either by the pupil in the presence of the Head Teacher or by their parent/carer.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

Parents / Carers / Visitors

- Parents/carers/visitors to the school are asked to turn off their mobile phones while around school and not have them visible around children.
- Should phone calls and/or texts need to be taken/made, use is restricted to those areas not accessed by children e.g. the staffroom or off site.
- We recognise that during assemblies/celebrations/performances and such events parents/carers may want to take photos or videos of their own child, this is allowed if the images are not put onto social media and only images of their own child/children taken. This will be kept under review by the governors.
- If a parent/carer is helping on a school trip they must follow the school guidelines. Phones should be on silent. No photographs/videos should be taken. Social media must not be used during the day.
- Any individual bringing a personal device into school must ensure that it contains no inappropriate or illegal content.

Staff

The school recognises that staff will bring their mobile phones to work but must be used within the parameters of this policy.

- The use of mobile phones is restricted to break and lunchtimes. At all other times of the day staff mobile phones must be on silent and locked away in staff lockers.
- **Staff should inform the headteacher or other member of SLT to seek permission to have mobile phones on them in the event of any emergencies or other circumstances.**
- Under no circumstances should mobile phones be used in a space where children are present e.g. classrooms, playgrounds etc. This includes when staff are working in open areas on PPA or after school if children are present.
- Mobile phones should not be in pockets.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty or during meetings.
- In extreme circumstances staff must have permission from the Head Teacher to have their phones on during working times.
- Staff are not at any time permitted to use recording equipment on their mobile phones, e.g. to take photographs or videos of children.
- Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the school.

Appendix 1: Permission Form

I wish to apply for permission for my child (Name) _____ (Class) _____ to bring their phone to school.

- I understand that their phone must be switched off, and handed in to the Front Office upon arrival at school.
- I understand that school cannot accept any responsibility for any loss or damage.
- My child will only bring their phone on the days that they are making their own way home from school.

Signed (Parent/Carer): _____

Date: _____

Reasons Permission is Sought:
