



# MOBILE PHONE POLICY

## **AIMS AND PURPOSES**

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Year Six, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

**Under no circumstances will pupils be allowed to take mobile phones on school excursions.**

## **PROCEDURES**

Parents of Year Six pupils will need to complete the permission form (Appendix 1) and hand this to the Upper School Team Leader. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. A letter will be sent to parents stating our policy and is to be included in the school's Starter Pack.

### **Pupils**

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone should be given to class teacher at **08:45** and will be returned at **3:25**. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.

### **Inappropriate use of a mobile phone**

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Management Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SMT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to the Behaviour Manager to be logged in an appropriate file.

### **Sanctions**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent / carer to inform them of the incident.

On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent / carer's consent. If a parent / carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.

On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent / carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

### **Staff and Governors**

Staff should have phones off or on silent when in the vicinity of pupils. Members of Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom

empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team.

**The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).**

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

If photographs of pupils are required for display or curriculum evidence these may **only** be taken on a designated school camera or tablet, this would also apply to those attending sports events, etc.

### **Parents and Visitors**

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents / guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

### **Conclusion**

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy. The policy should be read in conjunction with the Child Safeguarding Policy.

