

Mereside C of E Primary School



Mereside

Church of England Primary Academy

Learn to Love, Love to Learn

Mobile Phone Policy

Approved: June 2024

Signed:

Review Date: June 2026

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Mereside CE Primary School Mobile Phone Policy

1 The purpose and Importance of a Mobile Phone Policy

- 1.1 Mereside CE Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

2 Ensuring the Safe and Appropriate Use of Mobile Phones

- 2.1 Mereside CE Primary school allows staff to bring in mobile phones for their own personal use. However, they must be kept in their teacher cupboard, locked drawer or filing cabinet. They should not be in reach of or visible to pupils and are not allowed to be used in the classrooms, toilets, or play areas at **any time** when pupils are on site. If staff fail to follow this guidance, this should be reported to the Headteacher who will decide if disciplinary action should be taken.

If staff need to make an emergency call, they must do so in the Staffroom, main office or with permission the SLT office.

Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are I-Pads and digital cameras available within the school and only these should be used to record visual information within the consent criteria guidelines of the local authority and the school.

- 2.2 **Members of staff may only contact a parent/carer on school approved mobile phones.**
- 2.3 When children undertake a school visit or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved school telephones.
- 2.4 **Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept locked in the class teacher's cupboard until they go**

home. In general permission for a mobile phone to be brought to and from school will only be granted to pupils walking to and from school without an adult.

2.5 Pupil Mobile phones are not permitted on school visits and staff should use only the school approved mobiles.

3 Use of Mobile Phones for Volunteers and Visitors (Including parents and carers):

3.1 Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the main office or staffroom.

3.2 Volunteers or visitors permitted to take photographs or recordings of the children without the Headteacher's permission.

3.3 **Parents and carers should not use their mobile phones once they are within the school grounds. This applies at all times including pick up and drop off. If they need to use their phone in an emergency then they should ask at the main office for permission and a quiet space will be provided if needed.**

4 Review

4.1 This policy was adopted by the School Governors and staff on

Signed by:

..... Governor
..... Head teacher

4.2 "Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody within our community this us to share this commitment"