



# Mobile phone policy ~ 2024-2025

Version 3



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

## 2024–2025

### Version 3

Written on:	23 <sup>rd</sup> July 2016
Reviewed on:	September 2024
Next Review on:	September 2025
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

#### Aims and Purpose:

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

However, we recognise that in year 5 and 6 mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school, where children are not escorted to school by their parents. A complete ban would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If it is necessary for any child to contact their parents during the day 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 to the child.

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

#### Procedures:

Parents of year 5 and 6 pupils will need to complete the permission form (Appendix I) and hand this to the office. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring 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 the school

premises. A letter will be sent home to parents stating out policy and is to be included in the school's starter pack.

### PUPILS:

Where a pupil does bring a mob phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises.

The phone should be handed into the office. Phones should be clearly marked so that each pupil knows their own phone. The phone can be collected at the end of the school day, or after clubs if they are attending. No child should remove the phone from the office without asking a member of staff if the administrator or headteacher are not available.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attached this to the phone. The mobile phone will be stored in the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior member of staff.

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or staff, this will be regarded as a serious offence and action will be taken according to the behaviour policy.

If images of other pupils or staff 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 senior teacher.

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

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

If parents need to contact the pupils during the school day, this should be done via the usual school procedure of contacting the school office via phone or e-mail.

### Staff and Governors:

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

If photographs of pupils are required for display or curriculum evidence these may only be taken with a designated school camera, this also applies to school educational visits, sporting events and Arthog.

Staff wishing to use their mobile phones or check for messages during the school day should do so during break periods and take into consideration the location of where they are making the call. The call should be made in a private and confidential area, where children are not permitted. If a member of staff is needed to be contacted during the school day, they this should be done via the office and a message will be delivered to the member of staff promptly.

No member of staff should have their phone on them in person at all during their working hours, this includes all staff – teachers, teaching assistants, cleaners, dinner-time supervisors, breakfast club leaders etc.

If staff are found to have mobile phones in their pockets etc. they will be given a written warning. The phone must immediately be placed in their bag in the staff room or in their car. Teachers are permitted to put phones in their teacher's cupboard providing this is locked at all times and not accessible to the children.

Staff should never contact parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to contact a parent they do so using the office phone.

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.

### Parents and Visitors:

Parents and visitors will be asked to turn phones off or put them on silent when volunteering in the classroom, attending assemblies, watching Christmas productions, attending afternoons etc. this is to avoid disruption to the event. Notwithstanding this, we accept that there may be some parents/Carers who wish to use their mobile phone camera to take photographs of their child while performing in special assemblies or performance. Photographs should be taken of your own child and should never be used to post on social media sites. We must respect the needs of other parents who do not wish their child to be photographed. In doing so you may be them in harm's way. This will be kept under review by the Governors.

The school will treat breaches of this policy as they would treat any other breach of school rules.



Mobile Phone Parental Consent Form

Dear parent/Carer

In accordance with our mobile phone policy, if your child is bringing a mobile phone to school on a regular basis, please could you sign the form below to give permission for your child to do this and remind them of our school policy.

- o Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.
o The school bears no responsibility for the loss or damage to a mobile phone.
o Your child's phone should be appropriately marked so they can recognise it.
o The mobile phone should be turned off
o Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Yours Sincerely,

S. Abdulla

Sarah Abdulla

Headteacher

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Mobile phone parental consent

I/we give permission for our child (name) \_\_\_\_\_ in Base \_\_\_\_\_ to bring their mobile phone into school.

We have read the policy and understand the implications

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK-YOU