



Staplehurst School

Mobile Phone Policy

Policy approved by Headteacher
Learning & Development Committee notified
Policy to be next reviewed

06 June 2022
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Document History

Version	Release Date	Description of Changes	Author
1.0	January 2020	New policy.	JT

Aims and Purpose

This policy provides clear guidance on the use of mobile phones in school by pupils, staff, parents and volunteers.

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 years five and 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. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly, and vice versa.

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

Procedure

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils from bringing mobile phones to school due to the potential issues raised above.

In Years five and six, when a child needs to bring a phone into school, parents will need to complete the permission form (Appendix 1) and hand this to their teacher or 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 a mobile phone to school they do so entirely at their own risk. **The school accepts no responsibility or liability for any loss or damage whilst the device is on school premises.**

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 their teacher upon arrival at school and will be locked away in the classroom until the end of the school day. Phones should be clearly marked so that each pupil knows their own phone. 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

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil. The pupil may collect the phone at the end of the school day. If this practice continues a second time, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the Senior Leadership Team.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy. If images of other pupils or teacher 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 member of the Senior Leadership Team.

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

We ask that parents should talk to their children about the appropriate use of text messages.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-Safety policies.

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.

Staff and Governors

Staff should have phones off or on silent when in the vicinity of pupils and stored in a secure, safe place during lesson times. 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. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera, this would also apply to those attending sports events, etc.

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 – this should be discrete and appropriate, e.g. not in the presence of pupils. In cases of emergency, staff should seek permission from a member of the Senior Leadership 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).

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the telephone in the school office.

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 on silent when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room.

Parents and visitors either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day and of their own children. These photos should not be shared on social media. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera.

Appendix A – Letter to parents/carers

Dear Parents/Carers,

MOBILE PHONES

We recognise that in years five and six mobile phones have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. We aim to develop a culture of responsible use of mobile phone and other digital devices by pupils by following our mobile phone policy.

- The phone should be given to their teacher upon arrival at school and will be locked away in the classroom until the end of the school day. Phones should be clearly marked so that each pupil knows their own phone. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.
- 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 school accepts no responsibility or liability for any loss or damage whilst the device is on school premises.**

If you wish your child to bring a mobile to school, please sign the permission slip below and hand it to the class teacher.

Any phones brought to school without written permission of the parent will be confiscated and returned to the parent.

Yours sincerely,

Miss Lucy Davenport

Headteacher.

MOBILE PHONE PERMISSION SLIP

Child's Name: _____ Class: _____

My child needs to bring a mobile phone to school as he/she walks to school without an adult. I accept that the school cannot be held responsible for the security of my child's phone and understand that if the phone is used inappropriately at school, the phone will be confiscated and I will be responsible for collecting it from school.

Signed _____ Date: _____