



Policy Header

Policy Title	Mobile Phone Policy
Version No	One
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This policy complies with WBC guidance	Yes
Linked Policies	Safeguarding
Written By	School
Date shared with Staff	April 2018
Date Ratified by Governors	19/04/18
Review Date	April 2019

Policy for Staff, Governors, Volunteers and Non-staff for the use of mobile phones and Sharing of Images

Glazebury C.E. Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children. As most mobile phones feature cameras, this policy is written with this in mind.

This policy covers **both indoor and outdoor areas**. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones

- Staff will not carry personal mobile phones while working (including before and after school clubs). This protects staff from being distracted from their work, and from allegations of inappropriate use.
- Personal mobile phones will be kept away from their person e.g. not in a pocket/hand but in a handbag/cupboard.
- In very unusual circumstances such as family emergencies staff, should seek permission from the Head Teacher to keep and use their mobile phone.
- If staff have a break time during their working hours, they may use their mobile phones during these times (provided they are not on duty), in the staffroom or offices ONLY (provided children are not present).
- Where it is essential for staff to make a personal call during a session, they should, (with the agreement of their line manager), make this away from the children and ensuring supervision levels are not compromised.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the “Allegations of Abuse” process will be followed (please refer to school’s Safeguarding and Child Protection policy).
- Staff, Governors, Volunteers and Students remain responsible for their own property and will bear the responsibility of any losses.

Residential, trips and visits

- **Personal mobile phones will be taken on residential trips by the leading staff with authorisation from the Head Teacher and risk assessed as part of the Evolve Trip planning process. Use will in accordance to this policy, guidance and safety requirements.**
- The Personal mobile phone of the **Trip leader will be carried and taken** on school trips, all other mobile phones **MUST** remain in bags away from children. The school camera/I pad will also be taken on whole-group outings in accordance with guidance.

Children

Children are not allowed to bring mobile phones into the school unless a specific agreement is requested by the parent for a particular reason. For those parents that have agreement with the school. The children bring their mobile phones and hand into the school office as the child enters school each morning. These are logged by date and name and are held in the office during the day and are given back to the children as the child leaves the building at the end of the school day. Children must not use the mobile phone inappropriately whilst on the school site.

Glazebury C.E. Primary School cannot be held responsible for damage to or the loss of this equipment.

Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. This includes the school buildings, playgrounds or field. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children in the main offices or outside the school gates. **Exceptions will be made during Celebration Assemblies, School Performances and Sports Day.** At these times, parents may film/record their own child unless we have received the permission of all parents for the performance to be filmed/recorded. However, even with this, parents will be informed that they **must not upload any footage to Social Media sites.**

The School notes the following Ofsted advice

‘Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.’

‘If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.’

Photographs

It is recognised that one of the key ways to support children’s development, and engage parents in children’s learning, is through photographs that record their children’s activities and achievements, particularly in the EYFS.

We will seek permission from parents/carers to take photographs of their children for this purpose, using the school’s own cameras, laptops, iPods or iPads. Camera or video functions on mobile phones must not be used in the school



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Mobile Phone Parental Consent Form

Dear Parent/Carer

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

- Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- 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.

Thank you.

Yours sincerely

Mrs K Mowbray
Head Teacher

Mobile Phone Parental Consent

I/we give permission for our child (name) In Year.....
to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed.....

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU

April 2018