



# Hawthorns Primary School

with Little Owls Nursery

# Mobile Phones in School Policy

Statutory Policy	No
Policy Date	Sep 2018
Review Period	3 Years
Next Review Date	Sep 2021
Reviewed by	Learning & Standards Committee
Approved By	W Lawson (Headteacher)

Coverage	School	Yes
	Nursery	No
Published to	School Website	Yes
	Staff Area	Yes
	Nursery Website	No

Document Derivation / Update Details	
Original WSCC Template details	Not Applicable
Changes in this version	Updated to match school behaviour policy

## **Introduction**

- 1.1 Our school is aware that many primary aged children own a mobile phone.
- 1.2 The school is focused on learning, and the safety and well-being of our pupils is paramount.

## **2 Aims and objectives**

- 2.1 The aims of this policy is to explain:
  - how the school will manage the issue of mobile phones in school;
  - the rationale for this approach;
  - what parents and carers should do if they would like their child to have access to a mobile phone;
  - what the school considers acceptable for staff.

## **3 Policy for pupils**

- 3.1 The school does not allow children to use mobile phones in school because:
  - their use in school may distract pupils away from their work;
  - mobile phones may be misused;
  - staff time could be taken up investigating lost or even stolen mobile phones
- 3.2 If a child, other than Year 6, is found in possession of a mobile phone, it will be confiscated by a member of staff for the remainder of the school day. The phone will be kept safely until the end of the day when it will be returned to the parent or carer with an explanation of why mobile phones are not permitted to be used during school hours.
- 3.3 Children in Year 6 who walk to and from school alone with agreed permission are allowed to bring a mobile phone to school. This phone must be switched off, not put on silent, handed to their class teacher and stored in a safe location during school hours. If a child is discovered to have been keeping their phone in their bag, it will be confiscated and a parent or carer will be informed to collect it at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.
- 3.4 If a child does need a mobile phone for their journey to and from school, it must be switched off and not used on school premises. Children are only allowed to switch their phones back on when they leave the school premises. Repeated infringements of this policy may lead to a pupil not being allowed to bring the mobile phone to school.

## **4 Policy for staff**

- 4.1 Staff may be in possession of a mobile phone but it must be switched off or left on silent and left in a safe place during contact time with children. The school cannot take responsibility for items that are lost or stolen.
- 4.2 Mobile phones are not to be used in classrooms or school grounds during contact time with children unless in an emergency.
- 4.3 Staff should not use their mobile phone during the working school day for private calls or texts, unless in the staffroom, during official breaks or in exceptional circumstances where

they have been granted permission by the Headteacher.

- 4.4 Staff should not use their mobile phone where children are present.
- 4.5 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 school telephone in the office.
- 4.6 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- 4.6 Staff should not use their phone to photograph a pupil or allow themselves to be photographed by pupils.
- 4.7 Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- 4.8 Staff should uphold their professional duties as specified in the relevant standards and have regard for the need to safeguard pupils' well-being. They should be mindful of their professional duties when using mobile phones and social media applications outside of school.
- 4.9 It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher. Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

## **5.0 Parents/carers/volunteers/visitors**

- 5.1 Parents/carers/volunteers/visitors when visiting classrooms or attending school events, are asked to turn their mobile phones off or leave on silent. Should they need to use their mobile phones, this should be in the school office or staff room.
- 5.2 When accompanying children on school trips personal camera's or mobile phone cameras should not be used to take pictures of pupils. If parents accompanying children on school trips are asked by the teacher to take photos as a record of the educational visit, they will be provided with a school camera.
- 5.3 We allow parents to photograph or video their children at school events such as performances and sports day, including on their mobile phone but insist that they respect the wishes of other parents and limit their records to their own children and that images are not published on social media sites therefore safeguarding the privacy of pupils. Senior members of staff are always present at these events to monitor the recording taking place.
- 5.4 Parents are advised that Hawthorns accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

## **6.0 Monitoring and review**

- 6.1 The Headteacher is responsible for implementing this policy.
- 6.2 The policy will be reviewed every three years and changed if necessary to take account of any change in circumstances, either in legislation or within the school.