

Coleham Primary School



Mobile Phone Procedure

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The purpose and Importance of the Mobile Phone Procedure

Coleham Primary School recognises that staff and pupils may need to bring mobile phones to school and/or have access to mobile phones on site during the working day. However, we have a duty to ensure these are used safely in our educational setting.

The concerns around mobile phones are mainly based around these issues:

- The Safeguarding of children
- E-Safety & Bullying via electronic devices
- The inappropriate use of mobile phones, images and recordings
- Protecting individual's personal data
- Staff and pupils being distracted from their work
- The use of mobile phones around children

This policy is consistent with our

- Safeguarding and Child Protection policy
- E-Safety policy
- Data Protection Policy

Ensuring the Safe and Appropriate Use of Mobile Phones

Coleham Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept away from children at all times (e.g. in a locked drawer, in bag in locked staffroom etc.) and are not allowed to be used in the classrooms (when children are present), toilets or in the play areas at any time. All mobile phones should be switched onto silent or turned off during teaching time.

The Caretaker and Business Manager have an exemption to this, as essential school users. They may use and have access to their own mobile phone in the building and grounds to speak with contractors. They should not use the cameras on their devices and apply with this policy for personal use.

Any private calls or texts may be made during break times in 'Child-free Zones' such as the staffroom, PPA room or offices. It is advisable therefore to ensure that anyone needing to contact staff in an emergency has the school telephone number. If staff need to make an emergency call, they must do so in a 'Child-free zone' at the discretion of the head teacher or a member of the Senior Leadership Team. If staff fail to follow this guidance, this should be reported to the head teacher, who will decide if disciplinary action should be taken, in accordance with Coleham Primary school's staff code of conduct.

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

Personal mobile phones (staff and visitors) may not be used to take photographs anywhere within the school building or grounds. iPads available within the school and only these school owned devices should be used to take photographs and recordings in line with the school consent procedures.

Members of staff must not contact a parent/carer on their personal mobile phones.

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The Caretaker and Business Manager work out of hours and are as such required to carry and use their personal mobile phones on the premises for health & safety and building maintenance work. They should not take pictures or recordings of children on their personal devices.

School-owned Mobile Phones

School mobile phones are available from the School Office and should be used on school trips, off-site events and After School Club for school business use. Any adults, including staff, helpers, etc, on school trips must not use their personal phone to contact parents/carers in the case of an emergency.

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

Staff should take reasonable precautions for keeping the phone safe as they may contain personal details for individuals.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit, volunteers and visitors are given information informing them they are not permitted to use personal mobile phones on the premises where children are present. If they wish to make or take an emergency call they may use one of the school offices or the lobby area, which is not accessed by children during the school day.

Through induction, staff are made aware of and sign our 'acceptable use of technology' policy for use both at home and in the workplace. If any staff or volunteers breach this policy then we will take disciplinary action, which may result in a referral to the Disclosure and Barring Service.

Volunteers or visitors are not permitted to take photographs or recordings of the children on any personal device. They may with the permission of a member of staff take photographs and recordings of the educational activity in line with the school consent procedures. These photographs and recordings are the property of the school and only the school can publish these for promotional purposes in line with the school consent policy and the Data protection Act 2018.

Parent Mobile Phones

Parents may bring their phones into the school building, but for safeguarding reasons, they **must** remain in a bag or pocket and not be used without permission. Secret filming or recording on the school site is strictly prohibited.

Parents are permitted to use their phones on the school site at collection and drop-off times for calls, but for safeguarding reasons, must not take photos or videos of other children.

Pupil Mobile Phones

Where a pupil wishes to bring a mobile phone into school the parent or guardian must sign the agreement at Appendix 1.

Children in Early Years and Years 1, 2, 3, and 4 are not permitted to bring mobile phones or hand held devices into school.

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Children in Years 5 & 6 are permitted to bring mobile phones into school. Year 5 children can use their phones for the purpose of walking to school alone, and Year 6 for the purposes of walking to school *and* walking home alone. This is subject to the following terms and conditions.

When a child brings a mobile phone into school, they must agree to the following restrictions to usage and terms and conditions:

1. The school is not responsible for any loss or damage – it is the child’s responsibility to ensure the security of the device when it is not in the teacher’s possession.
2. The device must be switched off whilst on school premises unless usage is authorised and controlled by a member of staff.
3. Pupils’ mobile phones should be switched off whilst in the school building and their phones must be handed into their class teacher at the start of the day. These will be locked away during the school day and returned at home time.
4. Where these guidelines have been breached, the equipment will be confiscated by the class teacher and returned to the pupil at the end of the day.
5. Where this becomes a regular issue, the child’s parent or guardian will be asked to discuss the issues with the class teacher or member of the SLT.
6. Pupils must not take photograph/videos using their phones whilst on school premises.
7. Pupil mobile phones are not permitted on school trips unless this has been authorised by the teacher.
8. Parents are responsible for their child’s use of mobile communication devices whilst not on school premises.
9. Failure to adhere to these conditions may result in mobile communication device permissions being removed.

Please see Appendix 1 for Mobile phone agreement for pupils and parents.



Appendix 1

Pupil Mobile Phone Agreement

Where a pupil wishes to bring a mobile phone into school the parent or guardian must sign this agreement.

Children in Early Years and Years 1, 2, 3 and 4 are not permitted to bring mobile phones or hand held devices into school.

Children in Years 5 & 6 are permitted to bring mobile phones into school. Year 5 children can use their phones for the purpose of walking to school alone, and Year 6 for the purposes of walking to school *and* walking home alone. This is subject to the following terms and conditions.

When my child brings a mobile phone into school, I agree to the following restrictions to usage and terms and conditions:

1. The school is not responsible for any loss or damage – it is the child’s responsibility to ensure the security of the device when it is not in the teacher’s possession.
2. The device must be switched off whilst on school premises unless usage is authorised and controlled by a member of staff.
3. Pupils’ mobile phones should be switched off whilst in the school building and their phones must be handed into their class teacher at the start of the day. These will be locked away during the school day and returned at home time.
4. Where these guidelines have been breached, the equipment will be confiscated by the class teacher and returned to the pupil at the end of the day.
5. Where this becomes a regular issue, the child’s parent or guardian will be asked to discuss the issues with the class teacher or member of the SLT.
6. Pupils must not take photograph/videos using their phones whilst on school premises.
7. Pupil mobile phones are not permitted on school trips unless this has been authorised by the teacher.
8. Parents are responsible for their child’s use of mobile communication devices whilst not on school premises.
9. Failure to adhere to these conditions may result in mobile communication device permissions being removed.

I agree to the above terms and conditions and I understand that under no circumstances is the school liable for any loss or damage to the device.

Name of child:	Signed (Child):
Name of Parent/Carer:	Signed (Parent/Carer):
Date:	Class: