



# Use of Mobile Phones

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# Document Control

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Resources	06.03.24	S.Archer

## Mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips, they are required not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

## Personal mobiles - pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile phones at school or on trips.
- If, in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must discuss the issue first with their child's teacher.
  - the phone must be handed in to the school office in the morning and collected from the office by the child after they are dismissed at home time (the phone is left at the owners own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day. ***Please also refer to the Searching, Screening and Confiscation policy.***
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene. – Refer to the Anti-Bullying Policy.
- If pupils use their phones in school, they will be given a warning. If they continue to use their phone or not hand it into school parents will be informed and they will be asked not to bring it into school.

## Volunteers, visitors, governors, and contractors

All volunteers, visitors, governors, and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

## Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means

of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

## **Dissemination**

This policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

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