

# *Whittle-le-Woods CE Primary School*

## **Mobile Phone Policy for staff, visitors, volunteers and pupils**

**Mobile Phone Policy 2019-21**

*I have come so that they may have life, life in all its  
fullness John 10:10*

## **This policy provides clear guidance on the use of mobile phones in school by both staff, visitors, volunteers and pupils**

### **Introduction**

Whittle-le-Woods CE Primary School has a clear policy on allowing our oldest pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones. Watches with wireless connectivity and features of a mobile phone (for example, but not limited to Apple watches) should never be brought into school by pupils. Staff and volunteers with such watches should only be used in accordance with this policy and the use of mobile phones.

### **Camera Mobile Phones**

Camera mobile phones are now the norm and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying, harassment directed against pupils or/and teachers and pose a safeguarding risk.

### **Staff policy**

Staff use of mobile phones during their working day should be:

- outside of their contracted teaching hours
- discreet and appropriate eg: not in the presence of pupils
- for contacting school as necessary or in an emergency while on school trips or visits and not for personal activity. Staff should have their phones switched on during trips solely for the purpose of school contacting trip leaders.

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should **not** contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. At Whittle-le-Woods CE Primary School, we have members of staff who are also parents and as such they will have friends amongst the parent body. All communication of an official nature should be using the school land phone line and staff should never ring or use mobile devices to communicate with pupils. If a member of staff needs to make telephone contact with a parent regarding school business, they should use the school telephone in the office or staff room.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

**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.**

## **Parent, Visitors or Volunteers In School Policy**

Adults 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, drama performance or Summer fair and of their own children. Any pictures taken should be for families own personal use and not placed on social media

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office, staff room or in a closed room away from children. Personal cameras and mobile phone cameras should not be used to take pictures of children. 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. Parents accompanying children on school trips or who are responsible for groups of children should not use their mobile cameras to take pictures of children.

## **Pupil Policy**

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, Whittle-le-Woods CE Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school because they are walking home alone (Year 6), a permission slip (Appendix 1) must be signed by the parent and the phone must be handed to staff at the start of the day and it is the pupils responsibility to collect them at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Whittle-le-Woods CE School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

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 teacher. (Please see more guidance on sexting in our child protection policy).

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 as they can often be used to bully pupils.***

*Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.*

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/Social Media policies. This policy will be monitored and reviewed as required but at least every two years.

**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 hand their phone to a member of staff first thing in the morning.
- 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
- It is your child’s responsibility to collect the mobile phone from staff
- 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.

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**MOBILE PHONE PARENTAL CONSENT**

I/we give permission for our child (name) .....

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