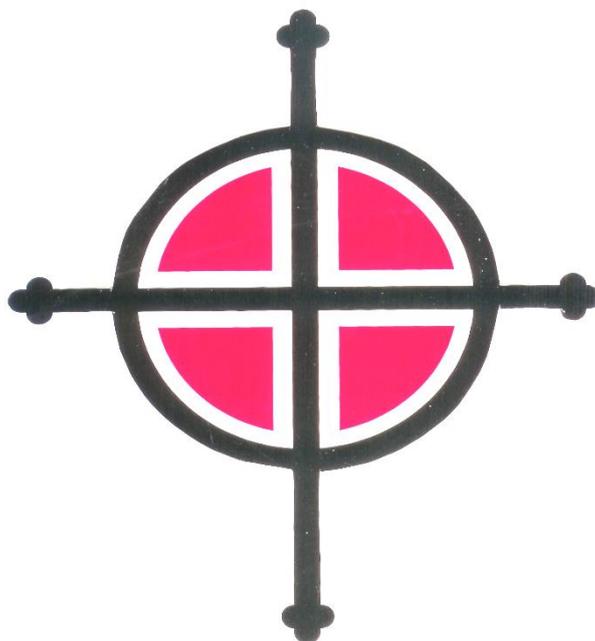


# Mobile Phone & Device Policy



## St Philip Westbrook C of E Aided Primary School

Date of Review	Action
JANUARY 2018	Policy updates and agreed

## Mobile Phone & Device Policy

St Philip Westbrook C.E. Aided Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones/devices 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.

This policy applies to staff, volunteers, governors, visitors, parents, carers and children, and covers both indoor and outdoor areas.

For staff, failure to adhere to this policy may result in disciplinary action. This policy should be read in conjunction with the school's Managing Allegations Against Staff Policy, Acceptable Use Policy and E-Safety Policy.

For the purpose of this policy, mobile phones are referred to, however it should be noted that the use of any personal mobile device, such as iPads, Apple watches or tablets etc. are included within this policy.

### Staff Personal Mobile Phones/Devices

- Personal mobile phones and devices must not be used for any form of work within school, only school devices must be used.
- Camera or video functions on personal mobile phones must not be used in school.
- Staff must not access their mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept away from children at all times and not used at any time within their working hours.
- Phones must be switched to silent, with vibrate function off, and calls and texts must not be taken or made during lesson time.
- Staff must not log into the school's main wireless internet account with their personal mobile phone.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the office / staff room.
- 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 in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during work hours
- Personal mobile phones should not be used on visits or offsite. A school mobile phone will be taken on whole-group outings in accordance with guidance. The *Statutory framework for the Early Years Foundation Stage* states that providers should take contact telephone numbers and a mobile phone on outings.

### Children

- Children in Reception to Year 4 are not allowed to bring mobile phones into the school.
- Year 5 and Year 6 children are allowed to bring mobile phones into school, these must be switched off at the school gate and given to their class teacher as they enter the classroom.
- Any mobile phones given to the teacher are to be kept securely by the class teacher until the end of the school day. This policy extends to extra-curricular events linked to school e.g. discos, school trips etc.

### Visitors and Parents/Carers

- Visitors and parents/carers should not use their camera or video function on school grounds when collecting/dropping off children.
- Visitors and parents/carers will be informed that mobile phones are not to be used if there are children in school. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it outside of the school premises.
- Parent/carers should not use their mobile phone in the presence of children on school visits.
- For school performances, visitors and parents/carers will be allowed to take videos and photographs using a device but must not publish these online.

### Exceptional Circumstances

This is an extensive site and it may be necessary to use a mobile phone to communicate with other staff or request help or assistance in an emergency. The use of a mobile phone in these circumstances will be permitted.