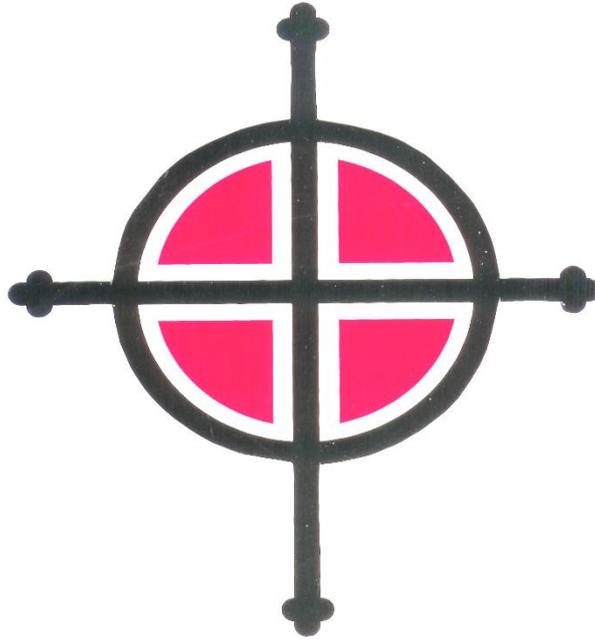


Mobile Phone Policy



St Philip Westbrook C of E Aided Primary School

| Date of Review | Action |
|----------------|---------------|
| December 2017 | Policy agreed |
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Mobile Phone/Device and Camera 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, visitors, parents and 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 or tablets are included within this policy.

Staff personal mobile phones

- 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 use their phones to access any social networking sites during school 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
- 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.
- Camera or video functions on personal mobile phones must not be used in school.

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 will be informed that mobile phones are not to be used within school. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children.

For school performances, visitors and parents/carers will be allowed to take videos and photographs but must not publish these online.

There may be occasions where visitors may need to access a wireless network to complete their work in school. Visitors may use the school's guest wireless account, which will give them access for three hours.

Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permissions from parents/carers to publish any photographs/video of their children on the school website (and other websites) showing these activities or achievements.

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.