



St Jude & St Paul's
Church of England Primary School

Mobile Phone Policy

Date: February 2018

Lead: Headteacher

Committee: Children and Families Committee

Review: February 2019

'Bless us to encourage, love and learn'

Introduction and Aims

At St Jude and St Paul's Primary School, the welfare and well-being of our pupils is paramount.

The aim of this Policy is to promote safe and appropriate practice through establishing clear and acceptable mobile phone use guidelines.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

The policy makes reference to our Child Protection and E-Safety policies and the Staff Handbook.

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Staff should have their phones on silent or switched off and out of sight during class time.
- Should there be exceptional circumstances when the above is unavoidable, (e.g. receiving an emergency phone call, staff should make the Head Teacher or Senior Leaders aware.
- Staff are not permitted, at any time, to take photographs or record images of children on their mobile phones. School equipment should be used for this purpose.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher or senior leaders. They should challenge others over use, whether staff, parent, pupil or volunteer.

Staff Use of Mobile Phones for Work Related Purposes

We recognise that mobile phones provide a useful means of communication and technology during offsite activities and visits. Staff should ensure that:

- Mobile use on these occasions is appropriate and professional.
- Personal mobiles are not used to contact parents directly. During school hours, this should be done through the school office.

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.

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 and parents/carers feel safe when travelling to and from school. However, we also recognise that they can be a distraction in school and can be used inappropriately.

We advise that pupils do not bring expensive mobile phones into school. It is the responsibility of the pupil and parent/carer to ensure the phone is kept safe. The school cannot be held responsible if a phone is lost, stolen or damaged.

For pupils, we ask that:

- Mobile phones must be switched off on arrival at school and not switched back on to make calls, send texts or access the internet until pupils leave the premises at the end of the school day.
- Pupils must turn off their phones and hand them into the school office when they arrive at school to be locked away. Phones must be collected from the office at the end of the day.

Parents and Carers

We understand that mobile phone use on the school site may be difficult to regulate and that many parents and carers see their phones as essential means of communication at all times.

Therefore, we ask that should parents use mobile phones whilst on the school site, it is courteous and appropriate to the school environment:

We ask that:

- Mobile phones are not used in the building when and where children are present.
- If used in the playground during drop off or collection times at the beginning and end of the school day, its use is respectful to other members of the school community.
- If challenged about mobile use, adhere to the requests of staff.

Photography and Video

We allow parents to photograph or video school events such as class performances or sports day using their mobile phones, however, we insist that parents do not publish on social media.

We ask that parents do not use their phone to photograph or video at any other time on the school site.

School Visits

If accompanying a class as a parent helper, we ask that parents and carers:

- Do not use their mobile phones in the presence of children to make and receive calls or messages.
- Do not use their mobile phones to take photographs or video any children.