

Florence Melly Community Primary School
Mobile Phone Policy
 IF YOU CAN DREAM IT, YOU CAN DO IT!



Policy Approval

Policy Title:	Mobile Phone Policy					Date written:	September 2023			
Written by:	Aaron Leach (Headteacher)					New or revised policy:	New			
Stakeholders consulted in policy production: (✓ or x)	Governors	SLT	Teaching Staff	Support Staff	Admin Staff	Parent/Carers	Pupils	Local Community	External Agencies	
	✓	✓	✓	✓	✓	✓	✓		✓	
Implementation:	Date of ratification:			Date presented to staff:			Date of renewal:			
	12th October 2023			13th October 2023			September 2024			
Published on: (✓ or x)	School Website			School Prospectus/Induction Materials			Staff Handbook			
	✓			✓			✓			



Mobile Phone Policy

September 2023

1. Introduction

At Florence Melly Community Primary, we are committed to safeguarding children and promoting children's welfare and we expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Safeguarding our children is our number one priority and providing a safe and secure environment for everybody in our school family is of paramount importance. We feel strongly that teaching and learning should be conducted in an environment free from unnecessary distractions or disruptions in order to provide the best possible conditions for our pupils to learn.

This policy outlines the appropriate use of mobile phones on our school site. This policy reflects the guidance set out in both the school's 'Code of Conduct', the Safer Recruitment Consortium's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings' (2022) and school's 'Acceptable Usage Policy'.

2. Aims

- (1) To inform all members of our school community about the appropriate use of mobile phones at our school.
- (2) To outline the procedures and processes of this policy.
- (3) To provide guidance to protect all stakeholders from allegations of mobile phone misuse.

3. Guidelines

(1) For our Pupils

- (1) **We strongly discourage pupils from bringing a mobile phone to school.** We do understand that some parents/carers will want their child to have a mobile phone in their possession if they walk home to and from school on their own. At Florence Melly Community Primary School, we only allow pupils in Year 6 (and those in Year 5 after the Easter holiday/in the Summer term) to walk to and from school on their own.
- (2) There are no reasons why a child needs to use, or have in their possession, a mobile phone during the school day.
- (3) Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- (4) In general, children should not bring valuable items to school, as they can be easily lost or stolen.
- (5) Should a parent/carer of a child in Year 6 (and those in Year 5 after the Easter holiday/in the Summer term) want their child to bring a mobile phone into school, they **must seek approval from the Headteacher, the Designated Safeguarding Lead or the Year 6 Class Teachers.** In this instance the mobile phone will be given to the class teacher for safekeeping and locked away until the end of the day. The mobile phone must remain switched off whilst in school.
- (6) The school accepts no responsibility for the loss, theft or damage of personally owned mobile devices.
- (7) If a child brings a mobile phone to school without prior arrangement with the Headteacher and/or the Designated Safeguarding Lead, the phone will be confiscated from the pupil in line with what is set out in the school's Behaviour Policy. The phone will be stored safely in the school office and the parent/carer will have to collect the mobile at the end of the school day.

- (8) If a pupil uses a mobile phone to take photographs and/or video footage of either other pupils or members of staff, this will be regarded as a serious breach of school rules and the Headteacher will decide on appropriate disciplinary action. If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed either by the pupil in the presence of the Headteacher or their parent/carer.
- (9) It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

The intention of this mobile phone policy is to help keep all members of the school community safe and avoid situations or allegations of misuse. Should a parent/carer require their child(ren) to bring a mobile phone into school, they must seek approval beforehand.

(2) For Staff, Governors and Volunteers

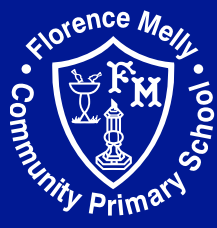
- (1) The school recognises that staff will bring their mobile phones to work and that they will be used within the parameters of this policy.
- (2) Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally owned mobile devices.
- (3) The use of a mobile phone is restricted to break, lunchtime and after-school only (once the last child has left) and limited to spaces where no children are present. At all other times of the day, mobile phones should be switched off unless otherwise agreed with the Headteacher.
- (4) It has been agreed (by the Headteacher and Governing Body) that the school caretaker (who is employed by a third party) will have a mobile phone in his/her possession as part of their role. A mobile phone is used to 'log jobs' and will not be used for personal calls.
- (5) If mobile phones are brought into the school building, they are to be left in bags, coats or cupboards and stored away from the children.
- (6) Under no circumstances should mobile phones be used in a space where children are present e.g. classrooms, playgrounds, reception area.
- (7) Staff found using a mobile phone in the presence of children during teaching time may face disciplinary action.
- (8) Mobile phones must be used in areas/spaces where no children are present.
- (9) The school mobile phone may be given to staff for work use as part of the emergency toolkit used for off-site trips. It may also be used as a back-up to landlines and for contact outside of work hours e.g. safeguarding issues and the designated number identified in the 175 Safeguarding Audit.
- (10) Only authorised individuals will have access to the school mobile and it will be stored securely in the school safe when not in use. Personal calls must not be made on the school mobile, other than in agreed exceptional circumstances.
- (11) Staff are permitted to take their mobile phones on school trips and visits and used in cases of emergency but should not use them in front of children.
- (12) The recording, taking and sharing of images, video and audio on any personal mobile device is to be avoided, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- (13) Personal mobile phones and mobile devices are not to be connected to the school's wifi system.
- (14) If a member of staff breaches this school policy then disciplinary action may be taken. Please refer to the disciplinary policy for further details.

(15) Staff will always model safe, responsible, respectful and professional behaviours in their own use of technology.

(2) For Parents and Visitors

- (1) Parents and visitors are respectfully requested not to use their mobile phones in any area where children are present. E.g. the reception area or on the playground.
- (2) Parents will be challenged and asked to stop using their mobile phones out on the playground.
- (3) Should visitors need to make or take phone calls and/or texts, use is restricted to designated areas which are not accessed by children in order to avoid any unnecessary disturbance or disruption to others.
- (4) Any individual bringing a personal device on site must ensure that it contains no inappropriate or illegal content.
- (5) Personal mobile phones and/or mobile devices are not to be connected to the school's wifi system.
- (6) It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

For further details, please see a member of the Senior Leadership Team, who will be more than willing to discuss any questions or concerns you may have.



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

MOBILE PHONE POLICY DECLARATION

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4. Declaration (For staff, governors and volunteers only)

I have received a copy of, and agree to the guidelines set out in, the school's Mobile Phone Policy.

Name of person: _____

Job Title: _____

Signed: _____

Date: _____

Headteacher

Signed: _____

Date: _____

Designated Safeguarding Officer

Signed: _____

Date: _____