



## **Mobile Phone Policy**

### **for staff, visitors, volunteers and pupils**

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

**This Policy should be read alongside the E-Safety Policy, Safeguarding Policy ,  
Use of Images Policy and Code of Conduct Policy**

## **Introduction**

At Bewdley Primary School the safety and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. This policy refers to ALL mobile communication devices.

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. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Use of Images Policy

The school cannot take responsibility for items that are lost or stolen.

## **Staff Policy**

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

- Outside of their contracted hours
- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer or handbag) during class time. In Early Years, staff must not have their phone with them whilst in the classroom or when supervising children outside – they should be stored in a safe area away from the children.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms and when staff are having a break – i.e. not during working hours
- It is also advised that staff should security protect access to functions of their phone.

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and an agreement can be made to have their phone in case of having to receive an emergency call.

#### **Staff using a mobile phone in school**

- 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.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Staff should never contact pupils or parents from their personal mobile phone unless it is agreed with the SLT and is part of supporting pupils and their families with learning. The number should always be withheld. A record of all such contacts should be made so that the Headteacher can see this upon request. Staff should never give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephone in the office whenever possible.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

#### **Mobile Phones for work related purposes offsite**

We recognise that mobile phones provide a useful means of communication on offsite activities. Staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- A log should be kept of all phone calls made offsite and for what purpose.

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 Code of Conduct 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 or Summer fair and only of their own children. Images containing any other child should never be posted on social media sites.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. 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 should not use their mobile cameras to take pictures of children.

## **Pupil Policy**

Bewdley Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera 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 or harassment directed against pupils or/and teachers.

- 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, Bewdley Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above. If a child is not walking a distance to school unsupervised there is **no reason** for them to have a mobile phone in school at all and we strongly discourage them from bringing one.
- When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent/carer and the phone must be left in the school office at the start of the day or, in Year 6, placed in the mobile phone box, and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Bewdley Primary 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 on school premises, 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 Phase Leader.

- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.
- 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 Phase Leader.
- 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 target 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/E-safety policies. This policy will be monitored and reviewed as required but at least every two years.



## Mobile Phone Parental Consent Form

Dear Parent/Carer

We strongly discourage pupils from bringing a mobile phone into school. However, 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 bring their phone to the school office first thing in the morning before they go their classroom or, in the case of Year 6, in the class mobile phone box.
- 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
- 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.

Thank you

Jane Woakes  
Head teacher

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### MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) ..... in Year .....  
to bring their mobile phone into school.

We have read the policy and understand its implications – we understand that the school will take no responsibility for the loss or damage of a mobile phone.

Signed ..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.