

St. Joseph's Catholic Primary School

Mobile Phone Policy

Mission Statement

At St. Joseph's we aim to
Promote a learning community
based on the Gospel values of love, trust and respect
where the achievements of everyone
are recognised and celebrated.

Living, Learning and Loving together with Christ.

Introduction

At St. Joseph's Catholic Primary School the safety and welfare of our pupils is paramount. This policy on the use of mobile phones in school has been produced in the best interests of pupils and staff.

Related policies

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Staff Information Systems Code of Conduct
- Online Safety Policy

Use of mobile phones

Pupils

- Pupils are not permitted to have mobile phones in school or on educational visits.
- If a pupil does bring a mobile phone into school, it must be switched off and handed in to the school office. It can be collected at the end of the school day.
- School accepts no responsibility whatsoever for theft, loss, damage or health effects, (potential or actual), relating to mobile phones.
- Children who do not abide by this rule will be disciplined in line with our Behaviour Policy.

Staff

- Staff must have their phones on 'silent' / switched off during the day, except at breaktimes and lunchtimes where staff may use their phone when there are no children present.
- Staff may not make or receive calls during teaching time. In extreme circumstances (e.g. family illness) the member of staff will have made the HT/DHT aware and may keep their phone with them in case of having to receive an emergency call.

- Mobile phone use must be limited to non-contact time when children are not present.
- Staff who wish to take phone calls in their own time must do so discretely.
- Mobile phones are to be kept out of sight at all times when members of staff are with children. This means the phone will be in a cupboard or locker for example, not on a desk.
- Mobile phones will never be used to take photographs of children or colleagues or to store any personal data related to school. Phones will not be used to take photographs of anything in school.
- On school visits, staff members may take their mobile phones in case of emergency. (NB they must only be used in the event of an emergency).
- All contact details for children/staff on the visit will be kept on RM Integris and accessible on iPad.
- There is to be no exchange of mobile phone numbers between pupils and staff.

Parents and other visitors

- All visitors in school, who are working with children, must be aware of and adhere to the policy on use of mobile phones in school.

We expect and appreciate parents support in implementing this policy in order to keep children safe.

The school reserves the right to request access to a mobile phone where any sort of suspicion arises.

Staff sign the attached appendix to confirm they have read and agree to adhere to this policy.