

Slaley First School: Policy on Mobile phones

Rationale

The purpose of this policy is to describe the procedures and protocol in place to ensure safeguarding of pupils and secure use of mobile phones.

Scope

The policy is intended for all members of staff on school premises, visitors and volunteers working in the school.

Procedure

Staff must ensure their mobile phone is on silent or switched off and placed in a secure place during school the school day.

Staff needing to use their phones will do so whilst ***not in direct contact*** with pupils and at appropriate times during the school day eg. break and lunch times.

Visitors, Volunteers and Students on work experience will be asked to hand their phone into the school office (switched to silent or off) for the duration of time spent on the premises.

Mobile phone equipment remains the responsibility of the owner and the school accepts no liability for the loss/damage of individual phones on the premises, although sensible steps will be taken to ensure security.

The same procedure will apply to any child bringing a mobile phone into school in extenuating circumstances.

Educational Trips

An agreement before a trip will be made about a member of staff who will be responsible for taking the mobile phone kept in the school office (with no camera facility) for the purpose of additional security in any emergency, or when access to a landline may be difficult or impracticable.

Parent helpers on trips

Parents *accompany* staff members- who are in charge of and responsible for supervising pupils at all times. Staff systems and routines ensure the safeguarding of pupils at all times from any unauthorised use, by parents, of mobile phones in connection with pupils.

Signed: *Mrs. D. Brett*

Mrs. M. Rastall

Dated: *September 2020*

To be reviewed: *September 2021*