# Chadsmead Primary Academy

## Mobile Phone Policy

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The following Policy reflects the rules for the use of personal mobile phones in school. The rules are designed to safeguard the children in our care and protect staff from allegation. This policy and the rules within it will apply to all pupils, staff, visitors and volunteers across the school.

**Failure to comply with the rules within this policy could result in disciplinary action.**

**Pupils** are not permitted to bring mobile phones to school, with the exception of Year 5 & 6 pupils who may walk to and from school. These children will leave their mobile phones in a provided box in the classroom during the school day. **This phone will be turned off during school hours.**

Chadsmead Primary Academy accepts that **employees** will bring their mobile phones to work. Staff will store their mobile phone in their stock cupboard, office or a locker. They will not be visible. They will only use them in the confines of the staffroom during official breaks. When no children are present on site, phones can be used in the wider school site.

**Other than in agreed exceptional circumstances, phones must be switched off/silent and calls and texts must not be taken or made during lesson time.**

The site manager/janitor will have access to a school mobile phone which remains onsite.

If an employee has a particular reason to expect a call during lesson time or in the instance of a contact number required in case of an emergency, the employee should direct callers to the school office number: 01543 421850.

**Visitors and volunteers (including parents and carers)** to the school must be directed to turn mobile phones off/silent and not have them on display and will be reminded by all employees of the school. If visitors need to use their phone as part of their visit, they will be directed to use this where children are not present.