



Chadsmead Primary Academy

Mobile Phone Policy

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Mobile Phone Policy

In the light of the Early Years Foundation Stage Welfare Requirements (September 2012), 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.

Although the EYFS Welfare requirements are designed for staff in direct contact with children in the Early Years Foundation Stage, the governors recognise that all staff, pupils and visitors in Chadsmead Primary Academy are likely to come into contact with EYFS pupils during the school day. This policy and the rules within it will therefore apply to all pupils, staff and visitors 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 have gained permission. Permission will only be granted if a child requires their phone for safety as they walk to and from school. These children must leave their mobile phones with the school office during the school day. Failure to do this will result in confiscation of the mobile phone, which will then only be released to the child after the parent/carer has been informed.

Chadsmead Primary Academy accepts that **employees** will bring their mobile phones to work. To comply with EYFS regulations however, the governing body expects that all staff will store their mobile phone in their stock cupboard, office or a locker when in the mobile. 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 (typically 08:30 – 16:30) phones can be used in the wider school site.

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

The site manager/janitor will have access to school mobile phone. This will not be taken home and only taken off site when work related.

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 to the school must be directed to turn mobile phones off 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 must be directed to use within an office/staffroom and definitely not where there are, or could be, children present.

Policy agreed: October 2018

Policy Review: November 2019