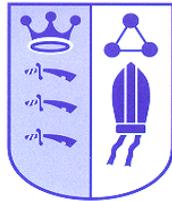


**Holy Trinity
Church of England
Primary School
Northwood**



**Mobile Phone
Policy**

Executive Headteacher _____

Chair of the Governing Body _____

Date _____

Approved at a full Governing Body Meeting held on 25th April 2017

Introduction

At Holy Trinity Church of England Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- ❖ Child Protection policy
- ❖ E-safety policy

Use of mobile phones

Pupils:

We recognise that mobile phones are part of everyday life for many children and that they also play an important role in helping pupils to feel safe and secure. We are happy therefore to allow Year 5 and 6 pupils to bring their mobile phones to school provided that this is for a valid reason and that they follow a few simple guidelines. However, we would politely remind parents that students should not bring valuable items to school as they can be easily lost or damaged. When students enter the school grounds the school takes no responsibility for mobile phones which are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

- A parent/carer must complete the appropriate documentation for the mobile phone to be brought into school. (See attached form)
- The phone must be handed in, switched off, to the office as soon as the child arrives at school and collected from the office by the child at home time (the phone is left at the owner's own risk). Children are not allowed to use mobile phones on site at the start or end of the day. If a mobile phone is used by a pupil on site, it will be confiscated and must be collected by the parent/carer.
- If a pupil needs to contact his or her parents or carers in an emergency, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- Mobile phones brought by a pupil to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Head of School aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

Parents, governors, volunteers and other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs or recordings (voice or video) in the school building or grounds. The only exception to this is during concerts, assemblies and sports events. Under no circumstance should photographs or videos taken under the latter be posted on social networking sites.

We very much appreciate the support of all adults in implementing this policy in order to keep our pupils safe.

This policy will be reviewed every 2 years or sooner if deemed appropriate.

Permission to have a mobile phone in school

Child's name: Class:

Make and model of mobile phone:

Mobile phone number:

I give permission for my child to have a mobile phone in school. I understand that the phone will be kept in the office during the day and that it is my child's responsibility to collect the phone from the office at the end of the day.

I will notify the school if the make, model and number of the mobile phone changes.

I guarantee that my child understands and will abide by the terms of the mobile phone policy.

I accept that the school can take no responsibility for the loss or damage of mobile devices while they are on the school premises.

Signed: (Parent/Carer)

Date: