

DALLIMORE PRIMARY & NURSERY SCHOOL

MOBILE PHONE POLICY

Introduction

At Dallimore 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
- ❖ Staff Code of Conduct
- ❖ Acceptable use agreement

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the event of a parent wishing for his/her child to bring a mobile phone to school in order for the child to contact them after school:
 - the phone should be handed in to the child's teacher or the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.
- School will not accept responsibility for any phones brought into school and damaged/ lost if they have not been given to a member of staff.

Staff:

- Staff must have their phones on silent or switched off during class time.
- Staff may not make or receive calls during teaching time. However, if there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the headteacher aware of this and can have their phone available in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present. **This applies to playground duty.**
- Mobile phones may be used on playground duty to check the time.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children- this is to reduce the temptation to children to look at or take a phone.
- Calls/ texts should be made/ received in private during non-contact time.

- Phones should not be used to take photos of children or to store their personal data, however if a member of staff use their mobile phone to take photos to upload photos onto school approved social media sites e.g. school facebook page and school website, they **MUST** delete this from their device before they leave the school premises.
- A mobile should be carried to sporting fixtures away from school or on an educational visit for contacting school in the event of an emergency. However, it is not expected that personal phones must be used as there is a school phone available for all staff to use on such occasions.
- School cannot accept responsibility for any mobile phones lost or damaged whilst on the school premises. All staff bringing their mobiles phones onto the premises do so at their own risk. Please minimise risk by keeping your possessions in a secure location. Lockers are available upon request.

Date of policy: January 2016

Review date: January 2017