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| Title: Mobile Telephone Policy |        |        |                 |
| Ref.:                          | GEN016 | Rev.:2 | Date: Sept 2018 |

## Mobile Telephone Policy

| Rev. | Date       | Amendment  | Approved By: | Authorised By: |
|------|------------|--|--------------|----------------|
| 2    | Sept 2018  | Full Review – Staff section includes EYFS guidelines | JL           | RU             |
| 1    | April 2013 | Policy Creation                                      | BA           | RW             |

# Mobile Telephone Policy

## 1 Pupils

The school's policy regarding mobile telephones is that:

- School rules state that valuable items, such as electronic equipment, must not be brought into school. This includes mobile telephones, as well as portable gaming consoles, music players, cameras and videos.
- The overwhelming majority of children have no need for a mobile telephone in school.
- If parents need to contact children they can do so via Reception. If children need to speak to parents they are allowed to use one of the Office telephones. They are not charged to make a call!
- Pupils on residential educational visits are not allowed to take mobile telephones. Parents will always be given emergency contact details. Day educational visits are considered normal school time and usual restrictions apply.

We do recognise that there may be specific circumstances that warrant a child bringing a phone to school. In this situation, the following protocol must be observed:

- Should any parent have a specific circumstance that warrants their child bringing a phone to school, then they should contact the Headmaster. For these rare cases, children will leave their phones behind the desk at Reception, to be collected at the end of the day.

Anybody choosing to bring a phone into school without permission will be considered to have committed a serious breach of school regulations.

## 2 Staff

Also refer to [Staff Code of Conduct](#)

All staff must ensure that personal mobile telephones are turned off during times when they are supervising children, e.g. lessons, duties and after school activities. Telephones must also be turned off during meetings.

The School acknowledges that personal use of mobile phones may occur from time to time, e.g. when a member of staff has a domestic crisis and needs to remain in contact with home. Any such use must be in accordance with this Policy and must not disrupt staff duties. Abuse or excessive use of mobile phones will be dealt with through the disciplinary procedure.

Mobile phones should not be used during lessons or formal school time (this includes checking and sending texts) and should be turned off in class other than when acting as the

emergency 'phone during an activity (e.g. sport, field visit). The sending of abusive or inappropriate text messages is forbidden at all times. Use of phones for social media purposes are covered under section 27 above.

Photographs may only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by staff members using the school's equipment this includes times when photographs are taken by staff to give evidence of children's progress or on a school trip. They must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school.

### **3 Use of Mobile Phones in the EYFS**

Neither staff nor children may use their own mobile phones to take photographs within the EYFS setting; nursery and up to Reception year.

EYFS staff will store their mobiles in the following areas:

- Reception - Pre Prep Office
- Nursery - Upstairs Nursery Office

No member of staff in the EYFS setting will have their mobile phone in use whilst in the classroom during the children's school day.