

MOBILE DEVICES POLICY FOR CHILDREN

The Paragon School

Policy Owner Deputy Head Pastoral and DSL	Applies to The Paragon School	Superseded documents Mobile Devices Policy for Children v2
Associated documents Safeguarding Policy Anti-Bullying Policy E-Safety Policy Positive Behaviour Policy IT Code of Conduct	Review frequency Every two years (unless the legislation/regulations update before this time) Implementation date 1 September 2024	Legal Framework KCSIE 2024 Working Together to Safeguard Children 2023

This policy is reviewed biennially, or more regularly as required, prior to approval by Trustees (if applicable)

Last reviewed by:	Deputy Head Pastoral and DSL (Mrs S James)
Date last reviewed:	August 2024
Approved by Trustees:	NA Approved by SLT
Date last approved:	28 August 2024
Date for next approval:	August 2026

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

2. Aims and Purposes of this policy

- To safeguard the pupils in their daily life in and outside school.
- To set out clearly The Paragon School's position regarding pupil mobile devices in school.
- To support parents in selecting an appropriate device should they need to give their child a mobile device.

3. School regulations on mobile devices

Pupils are not allowed to bring internet enabled devices into school. This includes, but is not limited to, smartphones, tablets and smart watches.

Parents of pupils in Y5 and Y6 who travel to and from school alone must seek permission from the school to allow their child to bring a mobile phone to school, but this should not be a smartphone or internet enabled device.

There may be extraordinary circumstances where a child has need of an internet enabled device in order to support their health and/or welfare. Any parent who feels their child may fall into this category should contact the Designated Safeguarding Lead (DSL) in the first instance.

If a pupil needs to contact his/her parents/guardians, they can ask their class teacher who will support them in this. If parents need to contact children urgently, they should phone the school office, and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

4. Mobile phone procedure

If a parent would like their child to bring a mobile phone to school, for the reasons outlined above, they will need to complete the permission form (Appendix A) or the online version: [Mobile Phone Permissions Form](#) and return it to school for the attention of the DSL.

Parents are reminded that where they have been given permission for their child to bring a mobile phone into school they do so entirely at their own risk. The Paragon School accepts no responsibility for any loss or damage whilst the device is on the school premises.

When a pupil brings a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone should be handed to the receptionist upon arrival at school and can be collected at the end of the school day. Under no circumstances should there be access to phones during the school day or be left in pupils' bags or coats.

5. Inappropriate use of a mobile phone or mobile device

If a pupil is found taking photographs or video footage with a mobile phone or device of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset, as well as the staff member logging the incident on CPOMS. If images of other pupils or teachers have been taken the phone or device will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SLT. If this is not possible, then an email will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or mobile device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

6. Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone or device into school.

On the first infringement the mobile phone or device would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident on CPOMS. Parents will be informed of the action.

On the second infringement the mobile phone or device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the phone or device without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the device and must speak to a member of the leadership team. The incident will be recorded on CPOMS.

On the third infringement the mobile phone or device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

APPENDIX A - Mobile Phone Permissions form

complete an online version by clicking on the link below or print out the form below and return to the school reception desk.

<https://forms.office.com/e/dMK1XFJSGe>

Mobile Phone Agreement:

Name of child: _____

Mobile Phone Number: _____

Reason for phone being in school: _____

I/We hereby give permission for my son/daughter to bring the above-mentioned phone into school.

I/We acknowledge that if he/she does not hand it into the school reception desk, and/or uses the phone inappropriately for calls, photographs, internet etc. the school will confiscate the said phone accordingly. The phone will be returned only to the parent/carer the following school day.

Name(s): _____ (parent/carer)

Signed: _____ Date: _____