



The Use of Mobile Phones in school Policy

**Parrett and Axe CEVA
Primary School**

1. Introduction

At Parrett and Axe CE Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school is designed in the best interests of pupil safety and staff professionalism to ensure that potential issues involving mobile phones can be clearly identified and addressed.

2. Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- E-Safety Policy

3. Use of Mobile Phones

3.1 Pupils

- Pupils are not permitted to have mobile phones at school or on educational visits
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the Head Teacher
 - the phone must be handed in, switched off, to the 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 removed and must be collected by the parent.

3.2 Staff and Governors

- Staff must have their phones on 'silent' or switched off during lesson time, assemblies, on playground duty or while supervising children.
- Staff may not make or receive calls during lesson time. In cases of emergency, staff should seek permission from the Head Teacher to be contacted via the office.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight when staff members are with children.
- Calls/ texts must be made/ received in private during non-contact time.

- Personal phones will **never** be used to take photographs of children or to store their personal data.
- Personal phones will **never** be used to store phone numbers for contacting parents.
- 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.
- Governors will be asked to turn phones off when visiting classrooms and attending Worshipso so that there is no disruption to the school day.

3.3 Parents, Visitors, Contractors and Volunteers

All volunteers, visitors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

4. Dissemination

The mobile phone policy will be shared with staff, Governors and volunteers as part of their induction. It will also be available to parents via the school office and website.