Holy Trinity C. E. (Aided) Primary School
Mobile Phone Policy

Introduction

At Holy Trinity CE 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

- Safeguarding and child protection policy
- Social media and e-safety policy
- Safer care code of conduct
- Educational visits policy
- Use of photographs and film policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips.
- If, in the rare event of a parent/carer wishing for his/her child to bring a mobile phone to school to contact the parent/carer after school:
  - The parent/carer must put their request in writing to the class teacher
  - The phone must be switched off and handed into the school office first thing in the morning. It will then be locked away safely for the duration of the school day. The phone is then to be collected from the office by the child at home time (the phone is left at the owner's risk).
  - Mobile phones brought into school without permission will be confiscated and must be collected by the child's parent/carers.

Staff:

- Staff must have their mobile phones on 'silent' or switched off during teaching time.
- Staff may not make or receive calls during teaching time, nor respond to text messages. If there are extreme circumstances (an acutely sick relative), the member of staff must make the Headteacher 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 (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/texts must be made/received in private during non-contact time.
- Personal phones MUST NEVER be used to take photographs of children or to store children's 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.
- The above applies to all aspects of the school including out of hours provision, e.g after school clubs.

Parents/carers and other volunteers:

- Parents/carers and volunteers working in class with children should have their mobile phones on 'silent' or switched off and kept out of sight.
- If emergency calls are needed to be taken we request that parent/carers and volunteers take themselves out of the classroom setting and away to the outside of the building to receive these calls.
- Please read 'use of photographs and film policy' regarding special events.

We very much appreciate our parents/carers support in implementing this policy in order to keep your children/our pupils safe.

Established: Staffing, Curriculum & Spirituality Committee March 2017

Review : Spring 2019