

St Anne's RC Primary and Nursery School

Policy for Mobile Phones

Rationale

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Year Six mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils.

Our expectation is that children in all other year groups will be collected by an adult or responsible person.

If a child needs to contact a parent it will be expected that the call will be made via a member of staff from the school office. 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.

Procedures

Parents who believe their Year 6 child requires a Mobile Phone for travelling to/from school will need to complete the school's pro-forma. Once completed this must be returned to Miss Freeley.

With consideration to this, it is made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

A letter will be sent to parents stating our policy and is to be included on the school's web-site.

Children

Where a child does bring a mobile phone to school, the following procedure must be adhered to:

The phone must be switched off and handed in at the school office as soon as the child arrives on school premises.

The phone must remain switched off during the school day and may not be accessed or used by the child for any purpose whilst on school premises (including during After School hours) or during off-site school activities.

The child must collect the phone from the school office at 3:15pm or when an After School Event is finished.

Under no circumstances will there be any access to mobile phones during the school day nor must they be left in children's bags, coats or folders.

Inappropriate use of a mobile phone

If a pupil is found using a mobile phone for any reason on school premises, (including taking photographs or video footage) this will be regarded as a serious offence and a member of the Senior Leadership Team will be involved from the outset.

If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the parents have been involved and any images have been deleted.

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The parent/carer will be contacted by a member of the Senior Leadership Team. A letter will be sent notifying parents in writing of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device will 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. Accurate records of any incidents will be given to the Headteacher and logged in an appropriate file.

Staff and Governors

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children. (Exceptions: class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party).

If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera/lpad. This also applies to those attending sports events, etc.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period, preferably in the staffroom and take into consideration the location of where they are making the call (preferably in the staffroom)

The above applies to all aspects of the school, including out of hours provision (eg After School Club and clubs run by staff and outside providers).

Sanctions

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

On the first infringement a call will be made to the parent and the mobile phone will be returned to a responsible adult at the end of the school day. A letter will also be sent to the parent/carer to inform them of the incident. The incident will be recorded.

On the second infringement parents will be notified and the school will withdraw the agreement to allow the child to bring the mobile phone to school.

Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school or the children. Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. The rules state that:

1. all parents present must agree for permission to be granted
2. parents must not stand up or obscure the view of other parents
3. parents must not present a hazard to children by blocking aisles
4. school staff must be allowed to carry out their duties to school and the children
5. no images taken by parents in school are to be placed on social media sites,

These will always be followed and these will be kept under review by the Governors.

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy. This Policy was reviewed in February 2017 and will be reviewed bi-February 2017

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annually.