



Policy for		 
Mobile Phone Policy		
Date of policy:	September 2021	Committee: Full Governing Body
Next review:	September 2022 (Review Period – 1 Year)	

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils. The Early Years Safeguarding and Welfare Requirements (para 3.4) require all schools to have a clear policy on the use of mobile phones and devices.

Introduction

St Modwen's Catholic Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Links with other Safeguarding Policies

Policy	Approved by (Relevant Governing Body/Committee)	Date Approval	Review Cycle	Date of Next Review
Staff Code of Conduct	FGB	Autumn Term 1	Annually	September 2022
Preventing Extremism & Radicalisation Policy (school does not need to have a separate policy)	FGB	Autumn Term 1	Annually	September 2022
Anti-Bullying (including cyber bullying indicators)	Curriculum & Standards	Autumn Term 1	Annually	September 2022
Behaviour	Curriculum & Standards	Autumn Term 1	Annually	September 2022
Behaviour written principles statement	Curriculum & Standards	Autumn Term 1	Annually	September 2022
Covid-19 Safeguarding and Child Protection Policy	Premises , H & S	Summer Term 1	Annually	September 2022
Positive Handling and Use of reasonable force (physical intervention)	Premises , H & S	Autumn Term 1	Annually	September 2022
Recruitment & Selection	FGB	Autumn Term 1	3 Yearly	September 2022
Whistle-blowing	Personnel	Autumn Term 1	Annually	September 2022
Educational visits	Premises , H & S	Autumn Term 1	Annually	September 2022
Attendance and Punctuality	Premises , H & S	Autumn Term 1	Annually	September 2022
Safeguarding Policy	Premises , H & S	Autumn Term 1	Annually	September 2022
Safe use of internet and E-safety	FGB	Autumn Term 1	Annually	September 2022
School Workforce ICT Policy	FGB	Autumn Term 1	Annually	September 2022
Health and Safety including site security	Premises , H & S	Autumn Term 1	Annually	September 2022
Racial equality and Prevention of Racial Harassment	FGB	Autumn Term 1	Annually	September 2022
Meeting the needs of pupils with medical conditions	Premises , H & S	Autumn Term 1	Annually	September 2022
Dignity and care	Premises , H & S	Autumn Term 1	Annually	September 2022
Mobile Phone Policy	Premises , H & S	Autumn Term 1	Annually	September 2022
First aid	Premises , H & S	Autumn Term 1	Annually	September 2022
Medical	Premises , H & S	Autumn Term 1	Annually	September 2022
Peer on Peer Abuse	Premises , H & S	Autumn Term 1	Annually	September 2022
Sexual Harassment	FGB	Autumn Term 1	Annually	September 2022

Staff policy

Staff use of mobile phones during their working day should be:

- outside of their contracted hours
- discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents.

If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Key Stage Lead for Early Years and Designated Safeguarding Lead would be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.

In School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room.

Personal cameras and mobile phone cameras should not be used to take pictures of children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Use of the school's mobile phone, camera and technological devices

The school mobile phone is only used on external trips and this has sole facility of calls and text messaging, (in the event of a photo facility being available this is deactivated).

Ipads used in the Early Years department are for staff to collect images of children for the purpose of our Online Learning Journal system, (Tapestry) and used for observations and journal entries. These are deleted once used and published. These are shared with parents who have an individual log in and account to access their own child's photographs and videos only.

Each class has designated Ipads for their classroom to take pictures of their children. Ipads are always used with at least one other member of staff present at all times.

All of the schools mobile phones, cameras and technological devices and digital safety policies can be found on the school's website. The Early Years department also display clear 'no mobile phone zone' posters and 'no camera zone' around the outside and inside of the building. Parents and visitors to the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately. **As we are a total MOBILE FREE ZONE there are many signs displayed around the inside and outside of the Early Years department and around the whole school to remind parents and visitors.**

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, St Modwen's Catholic Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the classroom at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Parents are advised that St Modwen's Catholic Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to the classteacher who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the classroom. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents should talk to their children about the appropriate use of text messages as they can often

be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.



St Modwen's Catholic Primary School

Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand their mobile phone to the class teacher for safe keeping at the start of the school day. Pupils mobile phones will be handed back to them at the end of the school day by the class teacher
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Mrs A Sherratt
Headteacher

.....
MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year
..... to bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.



St Modwen's Catholic Primary School

Mobile phone policy: information slip for visitors

We are a total **MOBILE FREE ZONE** there are many signs displayed around school including our Early Years department to remind parents and visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the parents room outside main reception
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.