

# Clive CE Primary School and Nursery

## MOBILE PHONE POLICY

### **The purpose and Importance of Mobile Phone Policy**

Clive CE Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

### **Ensuring the Safe and Appropriate Use of Mobile Phones**

Clive CE Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept in the school offices (reception, Room with a View, Headteacher's office) at all times and are not allowed to be used in the classrooms, toilets or in the play areas at anytime. If staff fail to follow this guidance, this should be reported to the Headteacher who will decide if disciplinary action should be taken.

If staff need to make an emergency call, they must do so in the Room With a View, administration office or Headteacher's office.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs anywhere within the school. There are digital cameras and ipads available within the school and only these should be used to record visual information within the consent criteria guidelines of the local authority and the school.

Members of staff may only contact a parent/carer on school approved mobile phones.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home.

**Use of Mobile Phones during School Events (Parents and Carers):**

Before any school event (e.g. concerts, performances, and sporting activities) where parents/carers are present, the Headteacher will remind parents/carers that images should be taken of their child only. These are not to be shared on social media. Further, videos are not permitted to be taken.

**Use of Mobile Phones for Volunteers and Visitors to school:**

Volunteers and visitors must hand in mobile phones or any other recording device, when signing in at the school office. If they wish to make or take an emergency call they may use the school office.

Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Head Teacher's permission.

This policy was adopted by the School Governors and staff on

Signed by:

.....Governor .....Head teacher

.....Date ..... Date

“Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this us to share this commitment”