

# **Wicklewood Primary School and Nursery**



## **Mobile Phone Policy**

### **Responsible Person**

The person for the updating of this policy is: The Headteacher

### **Review and Monitoring**

This policy will be reviewed every year by the operational committee.

### **Reviewed:**

Signed: Peter Meacock (Chair)                      Date: 7.2.18

Signed: Julia Brooks (Headteacher)              Date: 7.2.18

Next Review due: Spring 2019

## **Introduction**

At Wicklewood Primary School and Nursery 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**

- ❖ Child Protection policy
- ❖ Safeguarding
- ❖ Code of Conduct
- ❖ Educational Visits

Also linked to parental consent form: Photography / video and use of images

## **Use of mobile phones**

### **Pupils:**

- Pupils are not permitted to have mobile phones at school and they must not be taken on day or residential trips
- 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 phone must be handed in, switched off, to the secretary's 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 confiscated and must be collected by the parent.

### **Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the headteacher and office staff aware of this and can have their phone on 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 (preferably in a cupboard) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time. Please show consideration for others when making and receiving calls, preferably by leaving the room.
- Phones will never be used to take photographs of children or to store their 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.

### **Parents & other visitors:**

- We request that parents and visitors do not use mobile phones in the school building or grounds. If working in a classroom they must be on silent and in a secure place out of sight.
- Mobile phones must never be used to take photographs in the school building or grounds.

**We very much appreciate our parents' support in implementing this policy in order to keep our pupils safe.**