



MOBILE PHONE POLICY

September 2019

Date for Review: September 2020

Introduction

The welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and smart 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 & Safeguarding Policy
- Staff Code of Conduct
- Educational Visits
- Acceptable Use of Technology and Safeguard Staff Agreement

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 wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the Head of School/Headteacher
 - the phone must be handed in , switched off, to the school 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 Head of School/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.
- Phones will never be used to take photographs of children or to store their personal data.
- Individual arrangements will be made when attending sporting fixtures etc. away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school text to parents system will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

Parents & other visitors:

- Mobile phones must never be used to take photographs of children other than their own in the school building or grounds.

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

Monitoring, Evaluation and Policy review

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Safeguarding Director**.

The scheduled review date for this policy is **September 2020**.