

Mobile Phone in School Policy



Normand Croft Community School

An International Family of Learners

Ageed and adopted by: Finance & Resources Governing Body

Date: 24.02.2020

Next review:

Policy revisions :

1. We recognise the near universality of mobile phones. This policy outlines our approach to ensuring that mobile phones are used responsibly and appropriately by everyone who enters the school.

2. Staff & other professionals:

- a. Personal mobile phones must not be used at all whilst staff are with children.
- b. On the rare occasion, when it's necessary for staff to have personal mobile phones switched on whilst on duty e.g. when expecting an urgent / emergency call, the staff member must inform their line manager. It is their responsibility to ensure that the line manager is fully aware of the situation.
 - i. At these times, the phone must be on silent, and calls must not be taken in the presence of children.
- c. Personal mobile phones may be used at non-contact/break times, though not in the presence of children or in public places where the conversation might be overheard. Use of phones in the staff room should be limited to silent browsing not phone conversations.
- d. Personal mobile phones must never be used to take images of children.
- e. Staff are advised to think very carefully before giving out their personal mobile phone number in relation to work, e.g. to parents when taking children off-site.
- f. If staff are considering the use of their mobile phone during activities off-site this use must be logged on the risk assessment form completed before the activity takes place.
- g. Please note: any failure to abide by the procedures outlined above will be deemed to be a disciplinary issue and dealt with accordingly.

3. Parent & carers:

- a. The use of personal mobile phones by parent, carers and other community users is not permitted in the school building. On the rare occasion when a parent has to take/receive an emergency call, they will be requested to step outside the building.
- b. Procedure in lessons/sessions/activities where parents are involved in the learning activity:
 - i. whenever practically possible, when welcoming a parent at the start of a session the parents/carers attention needs to be drawn to this policy and a reminder given that their mobile phones need to be turned off and safely placed in their bag/pocket out of reach of the children

- ii. posters will be designed to help parents/carers, where English is not their first language, to understand our expectation that mobile phones will be turned off
- iii. if a member of staff sees a parent/carer use a mobile phone, they must respectfully remind them of the policy.
- iv. mobile phones may be used by parents/carers to record, for example, a class assembly, provided explicit permission has been given at the start of the activity allowing photography/video

4. Children:

- a. Children from nursery – Year 4 are not expected to bring a mobile phone to school. If they do so, the phone must be handed in to the school office for safe keeping until the end of the school day. Under no circumstances should children keep phones in their possession during the school day.
- b. Parents should not attempt to contact children directly by phone during the school day. All messages must be relayed via communication with the school office.
- c. Children in Year 5 and Year 6 who travel to school independently have a legitimate reason for carrying a phone. However, the phone must be placed in the class phone storage box at the start of the school day. The phone will be returned at the end of the school day.

- 5. Disclaimer Notice:** We accept no responsibility for any mobile phone that gets damaged, broken, lost or stolen whilst on the premises.