



# **Whixall CE Primary School and Nursery**

**Part of Fields Multi Academy Trust**

## **Mobile Phone Policy**

Written: October 2015  
Agreed by Governors: October 2015  
Reviewed: October 2018  
To be reviewed: October 2020

*“Whixall CE Primary School and Nursery is committed to safeguarding and promoting the welfare of children and adults at all times and expects everybody working with us to share this commitment.”*

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

Whixall C.E. Primary School and Nursery 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 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**

Whixall C.E. Primary School and Nursery allows staff to bring in mobile phones for their own personal use. However, they must be kept in the storeroom or office and switched off (kitchen or office for kitchen staff) at all times and are not allowed to be used in the classrooms, toilets, or on the playground or field until all children have left the premises. Staff are advised to have a passcode on their mobile phone. If staff fail to follow this guidance, this should be reported to the Executive headteacher who will decide if disciplinary action should be taken.

If staff need to make an emergency call, they must do so in the staffroom or office or off the school site (kitchen/office or off the school site for kitchen staff). Where ever possible the school (or kitchen landline for kitchen staff) landline should be used.

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 connected with school. There are i-pads available in each classroom and only these should be used to record visual information within the consent criteria guidelines of the parents/carers and school.

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

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

Children must not use mobile phones within school 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-the phone must be given to an adult not the child. If a child brings a mobile phone into school, confiscate the phone immediately and keep in the school office, the phone must be given to the child's parents and not given back to the child.

Only school approved mobiles should be used on trips – volunteers who attend school visits must be made explicitly aware that only in exceptional circumstances should they use their mobile phone and should not under any circumstances take photographs.

### **Use of Mobile Phones for Volunteers and Visitors:**

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones and that mobile phones should be left off site of in the school office. If they wish to make or take an emergency call they may use either the telephone in the office or staffroom.

Neither are volunteers or visitors permitted to take photographs or recordings of the children on any device including devices belonging to the school without the head teacher's permission.

### **Contractors**

Contractors who visit our site regularly may need to use their mobile phones to take photographs of various types of equipment around school, or to log data as part of monitoring exercises. This is allowed with prior agreement of the Executive Headteacher.