



Mobile Phone Policy for Parents

September 2023

AIMS AND PURPOSES

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. However, we recognise that in Years Five and Six mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians they will be allowed to use a school office phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

PROCEDURES

- If pupils bring mobile phones to school, the phones are handed to the class teacher in the morning. These are kept in a cupboard and are not accessible during the day. Phones must be switched off during the school day and until the child has left the school site.
- Should parents need to contact pupils this should be done following the usual school procedures which is by telephoning or emailing the school office.
- If a pupil is found to use or access their phone during the school day, the phone will be removed from the child and handed to a member of the Senior Leadership Team. The mobile will be stored safely and parents contacted.
- If a pupil is found taking photographs or video footage with a mobile phone this will be regarded as a serious offence and disciplinary action will be taken according to the School's Behaviour Policy. Parents will be contacted immediately by a Senior Leader. This will also be reported to the DSL – Lianne Jones
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher. Parents will be contacted immediately by a Senior Leader. This will also be reported to the DSL – Lianne Jones
- Parents are advised that Sandgate Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds. This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It will be monitored, reviewed and amended as required.
- This child friendly mobile phone policy will be shared with children at the beginning of the academic year and then at regular points throughout the year.

STAFF AND GOVERNORS

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events

and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera, this would also apply to those attending sports events, etc. Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. A separate Use of Mobile Phones policy is shared with all staff and visitors.

PARENTS AND VISITORS

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies/class events so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. Parents are reminded that these photographs and clips must not be shared online.