

## **St Thomas and St Anne's CE Primary Mobile Phone Policy**

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

**St Thomas and St Anne's CE Primary School 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 within the local authority and nationally 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**

**St Thomas and St Anne's CE Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept in their bags at all times and are not allowed to be used in the classrooms, toilets, cloakrooms or in the play areas at any time. If staff fail to follow this guidance, this should be reported to the 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 the front office.**

**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 within the school grounds. There are digital cameras and iPads available and only these should be used to record visual information within the consent criteria guidelines of the local authority and the school.**

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

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

**Pupils should not use mobile phones within the school grounds 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.**

**Mobile phones are not permitted on school trips or the school journey.**

### **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 on the premises. If they wish to make or take an emergency call they may use the staffroom.**

**Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Headteacher's permission.**

**This policy was adopted by the School Governors and staff on **November 13<sup>th</sup> 2019****

**Signed by:**

.....Governor .....Head teacher

***"Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody***

*working within this us to share this commitment”*