

ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



Life in all its fullness

**Mobile Phone Policy
November 2023**

- A happy, healthy, safe place to learn to look after our bodies and minds
- A place to learn 'People Skills' to prepare us to be good citizens.

St John the Baptist Primary School

Mobile Phone policy

Introduction

This policy provides guidance on the appropriate use of personal mobile phones by members of staff, visitors and pupils.

This policy is written in conjunction with our safeguarding policy and is set in an atmosphere of professional challenge, whereby any use of mobile phones in school can be courteously challenged.

Staff

Staff use of personal mobile phones, for personal use*, during the working day should be:

- outside of contracted contact time
- discreet and appropriate e.g. not in the presence of pupils
- mobile phones should be switched to silent and out of sight
- staff will adhere to the Contact with children outside of school policy
- staff should never use their own phone to photograph a pupil(s)
- Staff have been granted access to use mobile phones for work related reasons during Covid (due to Covid safety procedures)

If for whatever reason a member of staff needs to use their mobile phone within their working hours, permission must be sought from the head teacher or deputy head teacher. In the event that a member of staff needs to be contacted via their personal mobile during working hours messages and calls should be screened and replied to in non teaching time. For emergency situations it is acceptable to give the school's main contact number as an emergency contact point.

This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy is likely to result in disciplinary procedures.

*The school recognises that staff do use their smart phones to manage work-related email; interact with the school calendar; send and receive work-related texts; make phone calls and use the internet. As long as this is work related it is entirely acceptable. Staff may also use their own phones when on educational visits due to their distance from the school base and the need to have more than the school mobile phone, eg multiple groups on a visit. This will be included in the visit risk assessment and follow the guidelines above. GDPR Policy guidelines and regulations must be adhered to concerning the above.

Pupils

Pupils are not permitted to bring phones to school.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in the school office. A message will be sent home and an adult will be required to collect this from school.

Visitors

Visitors use of mobile phones during the working day should be:

- Discreet and appropriate e.g. not in the presence of pupils unless supervised by a staff member.
- Mobile phones should be switched off or on silent where possible.
- Visitors should adhere to the above guidance for staff.
- With regard to smart phones, a visitor should never use their phone to photograph a pupil(s)

The school will not take responsibility for items that are lost or stolen.

This guidance should be seen as a safeguard for visitors to the school.

The school will not accept responsibility or liability for the loss or damage to personal mobile phones belonging to staff.

Parents

Parents when helping or visiting school should follow the above guidelines.

If parents are attending a supervised event in school they must sign in and complete a non-sharing photo consent form for their visit.

If the school is made aware of inappropriate use or sharing of photos taken in school it will take the appropriate action.

All of the groups above have a responsibility to adhere to the above policy and challenge any adult as to their adherence to it,

Reviewed : September 2023

Review date : September 2025

Staff : R Ireland

Governor: