



## **Beaudesert Lower School**

### **Mobile Phone Policy – February 2016**

#### **Introduction**

At Beaudesert Lower School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

#### **Related policies**

- ❖ Child Protection policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Images policy
- ❖ E-safety policy

#### **Use of mobile phones**

##### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Headteacher
  - the phone must be switched off and handed to the office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

##### **Staff:**

- Staff must have their phones on 'silent' or switched off during class time.

- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- **Phones will never be used to take photographs of children or to store their personal data.**
- Members of the school staff may take photographs on mobile phones in the presence of another member of staff. Photographs must be downloaded and wiped from the phone before the member of staff leaves the school building. Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- An agreed mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents or the school in the event of an emergency.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the computer-based text messaging service will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

#### **Parents & other visitors:**

- We request that parents do not use mobile phones in the school building.
- Mobile phones must never be used to take photographs in the school building or grounds unless parents have signed a disclaimer form prior to a performance etc. This is to declare that they will only use images of their own children for their own personal use and that these photographs will not be shared on any networking site or anywhere else on the internet.

**We very much appreciate the parents' support in implementing this policy in order to keep their children/ our pupils safe.**

