

Surrey Hills Church of England Primary School



Inspiring the individual; creating a community

Mobile Phone Use Policy 2018/19

Nominated Lead Member of Staff:	Jennie Ratcliff – Headteacher
Review Date	September 2019
Review Cycle	Annual

Mobile Phone Policy for Staff, Visitors, Volunteers and Pupils

At Surrey Hills C of E Primary School, the welfare and well-being of our pupils is paramount. This is achieved through balancing protection against potential misuse with the recognition that mobile phones can be effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

This policy provides guidance on the appropriate use of personal mobile phones to all individuals who have bring a phone on site.

Parents/Visitors/Governors

All visitors to school are required to sign in their mobile phones to the school office on arrival. The school office will securely store visitor phones until they leave the school premises. Should any visitor require access/use of their mobile phone, they can request to use it within the school office.

The school will provide visitors with a tablet on request.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Staff

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be switched off and stored in a safe place not accessible by staff or children especially during lesson times. School will not take responsibility for any items that are lost or stolen. Where a phone call is expected upon the mobile phone, staff are advised to leave it with staff in the main office. They will be informed if the call is received. Staff are advised to give the school telephone number to be contacted upon during the school day.

School Visits /residential – staff are required to take a school 'basic' mobile phone to ensure they have full contact with school in case of an emergency. In such cases staff are expected to carry the phone upon themselves and if appropriate ensure it is not on silent. Staff are reminded of policy to not use for any other reason other than in communication with school or in an emergency. Strictly no photos should be taken of the children or activities. A school camera should be used for any photos.

With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s). This guidance should be seen as a safeguard for members of staff, the school.

Staff should understand that failure to comply with this policy is likely to result in the enforcement of our whistleblowing policy and associated procedures.

Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

When a child needs to bring a phone into school, a permission slip (Below) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Surrey Hills C of E Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

Should a pupil be found to be using a phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Mobile Phone Parental Consent Form

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year
to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed: Date:

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE.