



Guidance on the use of Mobile Phones on School Premises

Staff use of mobile phones:

Staff members are permitted to have their mobile phones about their person. However there is a clear expectation that all personal use is limited to lunch and/or break times.

Other than in agreed exceptional circumstances, mobile phones must be switched off. Calls and texts must not be taken or made during work time.

Practitioners are not permitted to use their personal mobile phones for contacting children, young people and their families within or outside of the school setting.

Staff must not use their personal mobile phone to take photographs on the school premises.

This information also applies to supply teachers, students on placement and volunteers helpers.

School mobile phones are available.

School mobile phones will only be used by staff under the following circumstances.

- As an essential part of the emergency toolkit which is taken on off-site trips.
- As a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Only authorised members of staff are allowed to use a school mobile. Personal calls are not permitted to be made, other than in agreed exceptional circumstances, and additional features such as cameras are disabled.

Pupil use of mobile phones

Pupils are not permitted to bring mobile phones into school.

In some exceptional circumstances the Headteacher may give permission for a child to bring a mobile phone into school.

Examples of this could be:

- The child regularly travels home on his/her own
- Individual family circumstances which school has been informed of.



If permission has been given for a child to bring in a mobile phone to school the phone will be stored safely throughout the school day, children are not permitted to use mobile phones to take images of other pupils, staff or the school premises.

The conditions of a child bringing a mobile into school are as follows

- Prior permission has been given by the Headteacher
- The phone is switched off and is handed in to the office before school starts (8.55am) and then collected after school finishes (3.15pm)
- Phones will be stored securely, the school cannot accept liability for the loss/damage of any personal equipment on the school premises.

This information also applies to mobile phone use in after school activities/clubs, school events, e.g. discos etc. and during educational visits. Learning Together...Achieving Together!

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Visitors' use of mobile phone on the school premises

- Visitors are not permitted to use mobile phones on the school premises.
- This information will be shared with visitors as they sign in.
- Visitors are not permitted to use mobile phones or cameras to take any photographs whilst on the premises.
- The only exceptions to this will be visitors delivering workshop or specific curriculum related activities when prior permission has been obtained from parents/carers or contractors who require specific images of areas of work, this will be agreed with the Headteacher prior to photographs being taken.

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