

LANDYWOOD PRIMARY SCHOOL



Mobile Phone Policy

September 2018

1 Introduction

1.1 Our school is well aware that many primary-age children own a mobile phone and we understand the widespread growth in modern electronic communication. However, we are an institution that is primarily focused on learning, and the safety and well-being of our pupils is paramount. Consequently, we do not allow children to use mobile phones while they are at school.

2 Aims and objectives

2.1 The aims of this policy is to explain:

- how the school will manage the issue of mobile phones in school;
- the rationale for this approach;
- what parents and carers should do if they would like their child to have access to a mobile phone;
- what the school will consider as exceptions to the normal regulations.

3 Policy for children

3.1 The school policy is that children should not bring mobile phones or any form of electronic communication devices to school.

3.2 If a child is found in possession of a mobile phone it will be confiscated by a member of staff for the remainder of the school day. The member of staff will send the phone to the school office, where it will be kept securely until the end of the day, when the child can come and collect it. If this happens more than once the mobile will be returned to the parent or carer so that the school can explain why mobile phones are not permitted.

3.3 The school does not allow children to use mobile phones in school because:

- there are ongoing concerns about the health risks connected to the frequent long-term use of mobile phones;
- their use in school may distract pupils away from their work;
- mobile phones may be misused (for example, cyberbullying, viewing the Internet inappropriately and sending or receiving inappropriate images of members of the school community);
- staff time could be taken up investigating lost or even stolen mobile phones.

4 Policy for staff

4.1 Staff may be in possession of a mobile phone but it must be switched off (or left on silent) at all times when the adult is working with children. Mobile phones are not to be used in classrooms in the presence of children. Staff should not make or receive calls or text messages during the working school day. Mobile phones can be used in the staffroom for private calls and texting during break times. If there is an emergency the school telephone number should be used to contact a member of staff.

4.2 The school's Site Manager will require frequent use of their mobile phone throughout the school day all over the school site. We recognise the need for their mobile phone to not be on silent and to be used when required.

4.3 Members of the Leadership Team will also need use of their mobile phones during the school day as there is a need for them to be contactable in case of any situations requiring their attention, for example a safeguarding issue, visitor, phone call received, communication with the Site Manager, etc. We recognise the need for their

mobile phones to not be on silent and to be used when required.

- 4.4 Office staff from time to time will require their mobile phones to be used to contact Concerro relating to network/server issues where they need to use their mobile in the server room or near devices across the school site. Office staff also must access their mobile phones during evacuations of the building for the Inventory System to track visitors and staff present on site, to ensure their safety.
- 4.5 Landywood Preschool staff will lock their mobile phones in a secure container as they arrive in the Community Room each day. During their working hours they are unable to gain access to their mobile phones. At the end of their working day, Landywood Preschool staff can only use their mobile phones in the staffroom or when off the school site.
- 4.6 Landywood Preschool has its own designated mobile phone for the company which is carried by the Manager, or a designated person in their absence, for use in emergency situations and to contact parents. The phone will only be used within the Community Room and not within any other location on the school site.

5 Policy for Visitors

- 5.1 Visitor phones are securely stored in our Reception Office, once the visitor has signed in. Local Authority employed staff can request they carry their mobile phones with them but this is at the discretion of the Head Teacher. Local Authority visitors can only use their phones, if permission has been given for them to carry their phones with them, in offices or the staffroom.

6 School trips

- 6.1 When children are involved in a school trip, children are not allowed to bring a mobile phone with them. A phone can not be used as a camera either on a school trip. In the event of the trip being late or delayed the school office will inform parents.

7 Exceptions

- 7.1 If a parent or guardian of a child in Years 5 or 6 believes that there is a need for a child to be in possession of a mobile phone while at school (for example if they are walking home on their own after school) they will need to write to the school explaining why. Once these reasons have been accepted by the Head Teacher the child will be allowed to bring a mobile phone on site. At morning registration the class teacher will then organise the mobile phones into named clear clip-bags to be taken to the school office where it will be securely stored until the end of the day. When a phone is given to be stored, the child will be required to sign acknowledgement of this and then sign at the end of the day to confirm it has been collected.

The school does not accept any liability for loss or damage of any phone whilst on site and not in the school's safe keeping as above. Parents and carers will be asked to sign a form accepting this before their child can bring a phone into school.

8 Monitoring and review

- 8.1 The Head Teacher will monitor the implementation of the mobile phone policy. The Head Teacher will keep a record of all incidents involving mobile phones and will report to governors so that this policy can be reviewed as appropriate.
- 8.2 This policy will be reviewed by governors every three years or sooner if necessary.

Signed _____
(Chair of Governors)

Date _____