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### *Vision.*

*An inspirational, stimulating and well-resourced environment. Preparing all children for life.  
A safe and secure school at the heart of the community. A high quality professional team.  
Inquiry, independence and enthusiasm for learning. High standards of behaviour.  
Taking pride in all our achievements*

## **Mobile Phone Policy**

**Approved by Governors: 25/03/2024**

**Due for review: Spring 2026**

### **1. Introduction**

At William Barnes Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school is designed in the best interests of pupil safety and staff professionalism to ensure that potential issues involving mobile phones can be clearly identified and addressed.

### **2. Scope**

This policy applies to all individuals who have access to personal mobile phones or wi-fi-enabled devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- E-Safety Policy
- **The DfE toolkit 'Mobile Phones in Schools' updated February 2024**

### **3. Use of Mobile Phones**

#### **3.1 Pupils**

- Pupils are not permitted to have mobile phones or wi-fi-enabled devices at school or on educational visits
- 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 phone must be handed in, switched off, 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 or wi-fi-enabled devices brought to school without permission will be removed and must be collected by the parent.

#### **3.2 Staff and Governors**

- Staff must have their phones on 'silent' or switched off during lesson time, assemblies, on playground duty or while supervising children.
- Staff may not make or receive calls during lesson time. In cases of emergency, staff should seek permission from the headteacher to be contacted via the office.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight when staff members are with children.
- Calls/texts must be made/received in private during non-contact time.
- If in exceptional circumstances, staff store phone numbers for contacting parents on their personal mobile phones, they must inform the head teacher before doing so. (Possible exceptional circumstances could be - swimming pool manager needing to contact poolside supervisors, member of staff who is also a member of the PTFA, member of staff with friends who are parents within the community)
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- Governors will be asked to turn phones or wi-fi-enabled devices off when visiting classrooms and attending events so that there is no disruption to the school day.

#### **3.3 Parents, Visitors, Contractors and Volunteers**

All volunteers, visitors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

#### **4. Dissemination**

The mobile phone policy will be shared with staff, Governors and volunteers as part of their induction. It will also be available to parents via the school office and website.