

*'...those who hope in the LORD will renew their strength.*

*They will soar on wings like eagles; they will run and not grow weary,*

*they will walk and not be faint.'* Isaiah 40:31



**connect | nurture | aspire | learn | excel | hope**

# Reculver Church of England Primary School



## Mobile Phone Policy

Date of next Review: September 2019

# Reculver Church of England Primary School

## Mobile Phone Policy

### AIMS AND PURPOSES

Reculver Church of England Primary School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones and other digital devices by staff, children, visitors and parents.

We ask that parents discourage pupils from bringing mobile phones to School on the grounds that they are valuable and may be lost or stolen. However, we recognise that in Year 5/6, mobile phones may have a part to play in securing pupils' personal safety before and after school and in particular on those journeys to and from school. We also recognise that a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils.

Our expectation is that in all other year groups pupils will be escorted and collected to and from School by an adult or responsible person. If a pupil needs to contact his/her parents/carers, they will be allowed to use a School phone. If parents/carers need to contact children urgently they should phone the School office and a message will be relayed promptly.

**Under no circumstances will pupils be allowed to take mobile phones on school trips or use their phone within the school grounds.**

### PROCEDURES

Parents/carers of pupils wishing to bring their mobile phone to school will need to request and complete a permission form. This will be authorised and signed by the head teacher or a senior member of staff in her absence before the child can bring in their phone. The School does not accept any responsibility for loss or damage to mobile phones brought to School by the pupils and so parents/carers should be aware that although they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk.

### PUPILS

Where a pupil does bring a mobile phone to School, the mobile phone must remain switched off during the school day and may not be used for any purpose on School premises or during off-site school activities (such as swimming or sports).

The mobile phone should be clearly labelled with the pupil's name and taken to the School Office at 08:40 and collected at 15:10. Under no circumstances should there be access to mobile phones during the school day or be left in pupils' bags or coats.

### INAPPROPRIATE USE OF MOBILE PHONE

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken the mobile phone will not be returned to the pupil until the images have been deleted. The parent/carer will be

contacted by a member of the Senior Leadership Team. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the mobile phone or digital device will be confiscated and retained in a secure place by an appropriate member of staff. Care will be taken not to delete any images or recordings which could be used as evidence. Accurate records of any incident will be passed to and logged by the Head Teacher in an appropriate file.

#### STAFF AND GOVERNORS

Staff should have mobile phones turned off or on silent mode when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty or while supervising children – with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a School camera or School mobile phone, this would also apply to those attending sports events, etc.

Staff wishing to use their mobile phones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team. The above applies to all aspects of the School, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

#### PARENTS /CARERS AND VISITORS

Parents/carers and visitors are requested **not to use their mobile phones** whilst on site at Reculver CEP School. Anyone found to be using their mobile phones whilst on site will be asked politely to refrain from doing so.

Parent/carers will be asked to turn mobile phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the School's programmes. We accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be monitored kept under review.

#### CONCLUSION

Reculver CEP School seek to ensure the safety of all children, staff and governors.

Please ensure all concerns are passed to the Head teacher immediately.