

MOBILE PHONE POLICY

Mission Statement

We aim to teach our children to be like Jesus: wise, caring, honest and fair, today and every day.

This is St Anne's Catholic Voluntary Academy's policy for the appropriate use of mobile phones on our school site and is set within the context of the whole school aims and Mission Statement:

Statement of policy

'Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.'

Aims

- To inform all members of our school community about the appropriate use of mobile phones at our school.
- To outline the procedures and processes so that there is full understanding on the appropriate use of mobile phones in school.

Children

- Children are not allowed to bring mobile phones to school.
- Children are not allowed to take mobile phones on residential or school trips.
- Children who break this rule will be considered to have broken an important school rule and will face sanctions.
- Children in years 5 and 6 will only be allowed to bring in a mobile phone in rare circumstances with written permission from their parent/carer with regards to walking home alone.
- There are no reasons why a child needs to use or have in their possession, a mobile phone during the school day.

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- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- In general, children should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for the child. Parents need to be aware that mobile phones are brought to school entirely at the owner's risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- In exceptional circumstances, the school may allow a child's mobile phone onto the school premises. This will only take place after the parent/carer have previously sought approval from the Head Teacher or senior leaders. In this instance, the mobile phone will be given to the school office for safekeeping until the end of the day. The mobile phone must remain switched off whilst in school.
- If a child brings a mobile phone to school without prior arrangement with the Head of School, the phone will be removed from the pupil for safekeeping. The phone will be stored safely in the school office and the parent/carer will have to collect the mobile at the end of the school day.

Parents/Carers/Visitors

- Parents/Carers or visitors to school are asked to turn off their mobile phones while around school and not have them out or visible around children. This is to ensure the children are safe.
- We recognise that during assemblies and celebrations parents or carers may want to take photos or videos of their own child, this is allowed if the images are not put onto social media and only images of own child/ren taken. This will be kept under review by the governors.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

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Staff

- The school recognises that staff will bring their mobile phones to work but must be used within the parameters of this policy.
- The use of mobile phones is restricted to break and lunchtimes. At all other times of the day staff mobile phones must be on silent and away out of sight of children.
- Under no circumstances should mobile phones be used in a space where children are present e.g. classrooms, playgrounds etc. This includes when staff are working in open areas on PPA and after school if children are present.
- Staff should not walk around school with their phones in view of children; they should be secured in a bag or pocket.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty or during meetings.
- In extreme circumstances staff must have permission from SLT to have their phones on during working times.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting other than contact by Class Dojo messaging – exception will only be by agreement with the SLT
- Any breach of this policy will be treated as any other serious breach through the staff code of conduct.

November 2022