



# Mobile Phone Policy

## St Lawrence Primary School and Nursery

## Mobile Phone Policy

**Date of Policy: November 2020**

**Date of Policy Review: Nov 2023**

St Lawrence Primary School recognises that staff may need to have access to mobile phones on site during the working day.

The school hours, when children are present are 7.45am –5.30pm, Monday – Friday. There have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings. **Members of staff must not use mobile phones inappropriately nor be distracted from their work.**

We allow members of staff to bring in mobile phones for their own personal use. However, they are not allowed to be used in the Nursery, classrooms, toilets, communal areas or playgrounds at any time. If a member of staff fails to follow this guidance, it should be reported to the headteacher who will decide if disciplinary action should be taken.

A Nursery Mobile Phone has been purchased for use in emergency or when out on school trips. This device can be used to contact parents from the EYFS site. This mobile phone is necessary for safeguarding because the Nursery is located separately from the main school site.

If a member of staff needs to make a call, read/send a text he/she must do so in a room or part of the site away from pupils. A member of staff making/answering a call in the presence of children will need to justify his/her actions. The staffroom and school offices are available when making private mobile phone calls or texts.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology must not be used to take photographs anywhere within the school grounds or at activities off the school premises (during school hours). There are digital cameras and iPads available within school and only these should be used to record visual information. Staff mobile phones should not be connected to any school computer for the purposes of charging or transferring data. Charging plugs can be provided by the IT Technician.

Members of staff should only contact a parent/carer on the school phone. Mobiles should not be used.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office, the venue being visited or to contact the emergency services. Very occasionally, a mobile phone could be used to contact a parent directly, ideally with the headteacher's consent.

Pupils should not use mobile phones within the school grounds but we do permit pupils to have a mobile phone in their bags if needed for calls after school. We cannot take responsibility for the safe keeping of pupils' phones, so there is a risk of mobiles being lost or stolen. Pupils and their parents need to be aware of this risk.

Upon their initial visit, volunteers and visitors are given information informing them they are not permitted to use mobile phones on the site without permission of the headteacher. Tradespeople are

made aware of this policy when working in school. If they wish to make or take an emergency call they may use one of the school phones. Advice on which telephone should be used will be given by admin staff.

Parents can use their mobile phones to make and receive calls on the playground when dropping off or collecting, they are not permitted to take photographs using their mobile phones while on school property. Parents must not use mobile phones for any purpose within the school building.

Volunteers or visitors are not permitted to take photographs or recordings of the children without the school's permission.

*"Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this us to share this commitment"*