

St. Francis' Primary School
Drummaroad



Mobile Phone Policy
October 2020

Date Ratified	
Signature: Chairperson of the Board of Governors	
Signature: Principal	

MOBILE PHONE POLICY

St. Francis' Primary school

Introduction and Aims

In St. Francis' Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism. It aims to promote safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines, whilst protecting against potential misuse including the taking and distribution of indecent images, exploitation and bullying.

Related policies

- Child Protection policy
- Pastoral Care policy
- Educational Visits
- Use of Images policy
- E-Safety Policy
- Staff Code of Conduct

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school (in an exceptional circumstance with prior permission, phones can be left at office) or on trips.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. Emergency contact must be made via the school office. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the principal aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.

- Phones must be on silent or switched off and kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Mobile phones should not be used in a space where children are present (eg classroom, corridor, playground).
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Staff should report any usage of mobile devices that causes them concern to the Principal.
- 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.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school texting service will be used to send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds (exception in case of contractors who require evidence of work completed)

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

Reviewed: October 2020