

# Sacred Heart Catholic Primary School

## MOBILE PHONE POLICY

### Introduction

In Sacred Heart 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.

### Related policies & Documents

- ❖ Child Protection policy
- ❖ Safeguarding Policy
- ❖ Pastoral Care policy
- ❖ Educational Visits
- ❖ Staff Handbook

### Use of mobile phones

#### Pupils:

- Pupils are not permitted to have a mobile phone at school or on trips
- 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 parent must put their request in writing to the Headteacher
  - the phone must be handed in, switched off, to the School Office first thing in the morning and collected from the School Office by the child at home time (N.B. the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent from the Headteacher or Deputy Headteacher.

#### Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Headteacher aware of this and may have their phone in case of having to receive an emergency call.
- Use of phones to make calls or texts must be limited to non-contact time and when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.

- Phones will never be used to take photographs of children or to store their personal data except when the Headteacher takes photos of children on their Residential to tweet to the school website and keep parents up to date with what they are doing. All photos will be deleted from the Headteacher's phone upon return to school.
- 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 (i.e. snow closure or a heating failure) the school or Headteacher's mobile will be used to tweet a message to the school website or send text messages for Parent Class Reps to pass on to other parents 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 on the school grounds.
- Mobile phones must never be used to take photographs in the school building or school grounds unless during specifically agreed times at functions/events/productions/performances.

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

**Reviewed by Headteacher:                      January 2018**

**Ratified by Governing body:                January 2018**

**Next Review Date:                                January 2020**