



Waterhouses CE (VC)  
Primary School

# Mobile 'Phone Policy

Committee	SSSBE
Date Approved by Governing Body	March 2017
Last Review Date by Committee	February 2017
Next Review Date by Committee	February 2019

Related policies : Online Safety policy, Safeguarding policy, Acceptable Use of Photographs and Video Images policy

*Celebrate, Learning, Achieving and Friendship in God's Love*  
*Core Christian Values: Love, Hope, Trust, Respect*

The revised EYFS Safeguarding and Welfare Requirements (2012) require our setting to have a clear policy and procedures that covers the use of mobile phones within the school.

Our school has the highest regard for the safety of the children in our care. The school recognises that effective child protection requires sound procedures. The main purpose of this policy is to offer protection for children and staff. We are aware that most staff and visitors have a mobile phone but it is school policy that phones should only be used during designated break times and in designated areas. The school is not responsible for any theft, loss or damage to mobile phones.

## Aim

- To ensure that sound procedures for child protection are followed consistently by all adults so that children and adults are protected appropriately.
- To ensure that mobile phones are not used / accessible in classrooms or other areas where children are either working or playing within the school day.

## Procedures

- If mobile phones are brought into school they must be turned off and be put away during school hours. They can be switched on during break times in the designated areas which are the **staffroom** and the **school office** provided that no children are present.
- As a general rule, employees are not permitted to make/receive calls/texts during work time, excluding break and lunch times.
- Parents, visitors and contractors are respectfully requested not to use their mobile phones in school. Should phone calls and/or texts need to be taken or made, use is restricted to the designated areas. Staff are asked to challenge people breaking this rule and ask them to go to acceptable mobile use areas. Any concerns about this aspect of the policy need to be reported immediately to the headteacher. Parents, visitors and contractors will be informed of the content and scope of this policy and it will be made available in the school office and on the school website.
- Mobile phones are not to be used / accessible during after school hours in areas where there are after school activities taking place.
- In the event that an employee has a particular reason for a specified period of time, they may ask the headteacher to keep their phone switched on during working hours but they must not take any calls whilst children are present. Staff may wish to provide their close family members with the school phone number. Staff will be informed immediately if there is an important message for them and an adult will be sent to supervise their class so that they can take their call privately, away from the children.
- On school visits, the school mobile phone should be taken but, in an emergency, a call may be made from a personal mobile phone. Under no circumstances, however, should any recording equipment on the mobile phone be used to take photographs/ videos of children. School cameras are provided for this purpose and should be taken on visits. This applies also to parents and volunteers who may be accompanying visits.

- Children are not permitted to bring a mobile phone to school. If there is an genuine reason for a child to have a mobile phone in school eg for a purpose after school hours, permission must be sought from the headteacher and the phone will be kept in a safe place in the school office until the end of the school day.