



Ridgeway Primary School

Mobile Phone Policy

Introduction

In Ridgeway Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- ❖ Safeguarding
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Photographs and Videos

Use of mobile phones

Pupils:

- **Only children in Years 5 & 6 who walk home alone may bring a mobile phone to school.**
- Pupils are not permitted to have mobile phones on their person at school or on school visits;
- If a parent wishes for their child in Y5 or 6 to bring a mobile phone to school, to contact the parent after school, the following conditions must be complied with:
- The phone must be switched off and handed into the School Office at the beginning of the school day and collected at home time.
- Mobile phones brought to school and not handed into the office will be confiscated and must be collected by a parent.
- Mobile Phones that are brought to school at the owner's risk. The school will accept no responsibility for any phone which is damaged, lost or stolen whilst on school premises.

Staff:

- Staff must have their mobile phones on 'silent' or switched off during class time.
- Staff mobile phones must not be on display in the classroom when pupils are present.
- Staff should never leave their mobile phone in the classroom unattended.
- Staff may not make or receive calls on their mobile phone during teaching time. **If there are extreme circumstances (e.g. acutely sick relative) please ensure that all emergency calls are made to the school office.**
- **Phones will never be used to take photographs of children or to store their personal data.**

Essential Mobile Phone Users:

- The Headteacher, Designated Safeguarding Leads, Site Supervisor, Forest Schools Leader and Sports Coach are considered Essential Phone Users and may have their phones on their person around school.
- All Essential Users will never allow their phone to be used by children or to take images of children.
- The Sports Coach and Forest School Leader will only use their mobile phones for emergency use to contact the school office.
- The Headteacher, DSL's & Site Supervisor may have to answer phone calls whilst around the site. They will ensure that appropriate actions are taken so that children do not overhear sensitive/inappropriate information.

School Visits:

- The lead teacher on a school visit will take their own personal mobile phone to the venue to be used for contacting the school or parents in the event of an emergency.

Parents & Other Visitors:

- Parents/ Visitors entering the school building will be asked to leave their mobile phone in the secure lockers provided before they will be allowed access to the classrooms.
- Parents will be allowed mobile phones to events which take place in the school hall.
- Parents will be requested to sign a permission form in order to take photographs of performances. This will include agreement to not share the images taken on social networking sites.
- Parents who break the mobile phone rules of use will not be permitted to attend future events at school.

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

Joanne Jelves

Headteacher

August 2018

Document History

November 2014	Presented for adoption at Behaviour & Safety Committee Meeting 26 th November 2014
November 2016	Updated in line with online safety training.

August 2018

Updated in line with the installation of phone lockers.
Presented for adoption at Pastoral Committee Meeting
29th November 2018

This policy will be reviewed in 2021