

# HURST GREEN PRIMARY SCHOOL



## Mobile Phone Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement
Review frequency	Annually
Previous versions	22 October 2018; 21 October 2019
This version agreed	2 November 2020
Next review date	Autumn 2021

**Hurst Green Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the School could pose a risk to children.**

**This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.**

### **Staff personal mobile phones**

- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed area in the school.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g. in the office / staff room.
- Where it is essential for staff to make a personal call during a session, they should, (with the agreement of their line manager), make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.

### **The School notes the following Ofsted advice**

'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.'

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

### **Children**

As Year 6 children start to walk to and from school by themselves we understand that they may have their mobile phone with them as added security. Parents must seek permission from the Headteacher (or Deputy) by completing the school's consent form (see appendix 1) before phones are brought into school. This is to ensure that parents are aware that their child has their phone with them. Phones **MUST** be taken to the school office at the beginning of the school day and collected by your child at the end of the day. The phone must be switched off whilst in school. Mobile phones are **NOT** permitted in the classroom at any time. School will not be held responsible for any phone that is lost, stolen or damaged whilst at school. Any child who breaks the rule regarding mobile phones will no longer be able to bring it into school and parents will be informed.

There will be individual cases or one off occasions where younger children need to have a phone with them. Parents are requested to seek permission in these exceptional circumstances from the Headteacher or Deputy.

### **Educational visits and residential trips**

Children are not permitted to take their mobile phones on any educational visits or residential trips.

### **Visitors and parents/carers**

Visitors in school are asked to leave their mobile phone in the school office or if they are in school for a longer period of time they are given a locker to put their phone in.

### **PTA activities**

Children who come to events organised by the PTA are not allowed to bring their mobile phones into school e.g. school discos. Members of PTA to follow guidelines for members of staff when on school premises.

### **Photographs**

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the school's own devices through the photograph permission form.

Camera or video functions on mobile phones must not be used in the school unless agreed by the Headteacher e.g. Christmas and summer productions, class assemblies.

### **Relationship to other policies**

This policy should be considered alongside the e-safety policy.

### **Data Protection**

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website

### **COVID update (inserted September 2020)**

Due to COVID and all the strategies put in place, it was agreed that staff could keep their mobile phones with them as long as they are turned off. This is to help ease congestion in the corridor where the staff lockers are located.

Children's mobile phones are kept in the classroom rather than the school office to avoid breaking bubbles and unnecessary movement around school.

*Date*

Dear Parents

At Hurst Green Primary School we are aware of some safety issues related to our 'modern' society and that some parents allow their children to carry a mobile phone for after school arrangements. However, the school has a duty of care to ensure that the school's learning program is in no way interrupted.

Here is a set of guidelines that we are asking parents and pupils to follow in relation to mobile phones.

- The pupil has parent consent to bring the mobile phone to school and that both parent and pupil have signed the consent form attached to this letter.
- The school is in no way responsible for the loss, theft or damage to a mobile phone whilst it is on the school premises.
- That the mobile phone is switched off during school time.
- The mobile phone is to be stored in the school office for the duration of the school day.
- The pupil is responsible for collecting their mobile phone from the school office at the end of the school day

Please fill out and return the attached form to the school office before your child brings their mobile phone to school.

Thank you for your continued support.

Yours sincerely

**V Kelly**  
**Headteacher**

# Mobile Phones in School

## Parent and Pupil Consent Form

### For the Parent:

I have read the school's guidelines on mobile phones and I am aware of the conditions outlined in them. I expect my child to follow the guidelines and only use their mobile phone outside of school hours.

I give \_\_\_\_\_ permission to bring a mobile phone to school.

Class \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### For the Pupil:

I have read the school's guidelines on mobile phones and I understand why it is important not to have my phone with me during school. I will take my mobile phone to the school office at the start of the school day and collect it at the end of the school day.

I \_\_\_\_\_ agree to adhere to the school's guidelines on mobile phones.

Pupil signature \_\_\_\_\_ Date \_\_\_\_\_

Please hand the completed form to the school office.

Thank you.