



Christleton Primary School
Be the best you can be

**Mobile Phone
Policy**

Date of Policy	January 2017
Policy Reviewed	
Next Review	January 2020
Signed Head teacher	
Signed Chair of Governors	

Christleton Primary School Acceptable Use of Mobile Phones and Photographs Policy

Christleton Primary is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones for communication purposes but are aware that the casual or inappropriate use of mobile phones in the school could pose a risk to children and adults. This mobile phone policy should be read in conjunction with the school's e-safety and safeguarding policies. This policy applies to all staff, students, volunteers and visitors.

Please note that for the purposes of this policy the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication , either through the device itself or any applications stored on the device.

Staff Personal Mobile Phones

Christleton Primary School allows staff to bring in personal mobile telephones for their own use. Users bringing personal mobile telephones into Christleton Primary School must ensure there is no inappropriate or illegal content on the device. Mobile phones should be stored out of sight of children during lesson times and phone calls must not be taken or made during working times. The mobile phone should have a passcode that only the user knows.

Mobile phone calls may be taken or made during staff breaks or in staff members' own time; these phone calls should not be taken or made in areas where children are present.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

If staff have a personal emergency they are able to use the school phone or make a personal call from their mobile in the office. Please advise a member of the Senior Leadership Team if you are expecting or need to make an emergency phone call and appropriate arrangements can be made. These arrangements may include appropriate class cover being put into place.

It is preferred that camera or video functions on personal mobile phones should not be used in the school by staff to take images of children. However, if personal mobiles are used to take images to upload to the website or Twitter feed, then the image must be deleted immediately once uploaded.

All staff must comply with the mobile phone policy guidelines. Any concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

Children's Personal Mobile Phones

Children in Reception, Year 1, Year 2, Year 3 and Year 4 are not permitted to bring mobile phones into school.

The school recognises that children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In our experience, this is children in Year 5 and Year 6.

Children in Year 5 and Year 6 are permitted to bring mobile phones into school with written permission from a parent or carer. Their phone must be turned off and handed in to the class teacher at the start of the day. It will be stored in a safe place during the day and given out at the end of the day to take home.

Children from any year group are not allowed to bring mobile phones on any school visits or residential trips.

If a member of staff has any suspicion that a mobile phone brought into school by a pupil has inappropriate material on it, they will inform the school's Designated Safeguarding Lead, Mr O Mitchell or the school's Deputy Designated Safeguarding Lead, Miss S Williams who will take appropriate action.

The use of personal mobile phones on school visits and residential

The school recognises that the use of mobile phones on school day visits/ residential can be beneficial in ensuring safety for all members of the school party. It is important that the following guidance is followed in order to keep children safe and protect staff and volunteers from allegations of inappropriate use.

Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. If it becomes necessary for a member of staff to take a personal phone call or text, then the party leader or another member of staff should be informed to ensure adequate supervision of the group.

If personal mobiles are used to take images to upload to the website or Twitter feed whilst on a day visit or residential, then they must be deleted immediately once uploaded. Student or parent volunteers helping on visits must not take images on their personal devices under any circumstances.

Productions

Photographs maybe taken during productions if permission has been granted by the Head Teacher. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safe- guarding procedures being followed.