

Mobile phone code of practice

Pupils:

- Pupils may bring a mobile phone in to school however these will be switched off and collected by the class teacher during registration. All phones will be placed in a lidded container and put in to a lockable cupboard in the classroom. Phones to be redistributed at the end of the day but switched on until outside of the school premises.
- Children in Reception, year 1, Year 2 and Year 3 are not permitted to bring mobile phones in to school.
- No phones to be used on the school site by pupils, including outside where they line up ready to enter school.
- Phones are not to be brought or used by pupils at PTA events such as the school disco or movie night.
- Phones are not to be brought on to school premises to take photographs or moving images.
- Phones are not to be brought on to school premises to access the Internet or Apps.
- Phones will be confiscated if the above rules are broken. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). The Headteacher and/or members of the Senior Leadership Team will liaise with parents to inform when this has happened and to arrange the safe return of the device.
- Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
 - Sexting
 - Threats of violence or assault
 - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Adults:

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this code of practice.
- Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this code of practice.
- Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:
 - For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

- If special arrangements are not deemed necessary, school staff can use the school office number, 01296 622264, as a point of emergency contact.
- Mobile phones must not be used in classrooms or any communal areas occupied by children.
- All phones must be switched off or set to silent.
- Adults must not share any content directly from their phone with children (e.g. photographs)
- Disciplinary action may be taken if the Internet is used inappropriately e.g. for accessing pornographic, racist or offensive material for personal financial gain, gambling, political purposes or advertising.

Safeguarding:

- Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Using personal mobiles for work purposes:

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations (see Staff Handbook and Staff Code of Conduct)
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Please see Staff Handbook and Staff Code of Conduct for more information.