



Mobile Phone Policy

**“Following the example of Jesus, together, we learn, love and respect one another
to be the best we can be.”**

Ratified - June 2019 - Tom Clay

For Review - June 2021 or earlier as required.

Introduction

In St Michael & St John's RC Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- ❖ Child Protection/Safeguarding policy
- ❖ Keeping Children safe in Education
- ❖ ICT policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Images policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the HT
 - the phone must be handed in , switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time(the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not use mobile phones or make or receive calls during teaching time/meetings/duties. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have discussed and agreed this with the HT and can then have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.

- Staff should not use their own mobile phone or device for school purposes or for contacting pupils, young people or those connected with the family of a pupil.
- Phones must be kept out of sight (eg. drawer, handbag) in classrooms and when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs or videos of children or to store their personal data.
- The school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency. If in an emergency a member of staff needs to use their own device to contact a parent during an off site activity they should hide their mobile number (by inputting 141) for confidentiality purposes.

Walkie-Talkie Units

- Walkie-talkie units are used routinely throughout the lunchtime period as part of our schools' safeguarding measures. The units are primarily used to support staff on duty at lunchtimes. However, they may also be used in the event of emergencies such as fire, violent or aggressive incidents, urgent medical care etc.

Using the units

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- All staff receive training on using the handsets and information which can be given over the airwaves. This training is completed as part of the induction process. All staff are reminded that:

NO CONVERSATION IS PRIVATE

- Only initials of staff and children are to be used. Full names are never to be used or any other 'personally identifiable information' such as addresses , phone numbers etc.
- The units are for brief communication which may be backed up by telephone calls and face to face communication
- The units are only to be used for professional use within the school

- All staff must press the Ⓜ key and wait for a few seconds prior to sending a message.

Locations & Maintenance of the units

- There are 6 walkie-talkie units in school. The charging units are located in the main office .The units will be tested once a week, by the bursar.
- The main user of the unit should be responsible for charging the walkie talkie.
- Batteries should last all day and unit should be charged overnight.
- The units should not be taken off school grounds.

Emergency Duty List

- At least two members of staff need to be 'on call' to support on-duty staff. This would normally include one member of Senior Management team.

Parents, Contractors and other visitors:

- We request that parents do not use mobile phones in the school building or grounds unless agreed by a member of staff.
- Mobile phones must never be used to take photographs in the school building or grounds.

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

This policy should be read in conjunction with our school e safety policy and the DFE guidance - Keeping Children Safe in Education.

