

## Willow Tree Primary School – Keeping Children Safe in Education Mobile Phone Policy

At Willow Tree Primary School, the welfare and well-being of our pupils is paramount. This policy has been drawn up to provide clear guidance on the use of mobile phones in school by both staff and pupils.

### Pupils

We fully acknowledge a parents/carers right to allow a child to bring a mobile phone if they walk to and from school without adult supervision. Willow Tree Primary School DISCOURAGES pupils from bringing mobile phones to school due to potential issues.

When a child needs to bring a phone into school (only Years 5 and 6), a permission slip must be signed by parent/carer and the phone must be left in the school office before the start of the day and collected at the end of the day.

- Phones should be clearly marked so that each pupil knows their own phone.
- Parents/carers are advised that Willow Tree accepts no liability for the loss or damage to mobile phones which are brought into school or are on school grounds.
- Where a pupil is found using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the day along with a letter requesting that the permission slip be returned the following day.
- If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offense and action will be taken in line with the school behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher and the phone can then be collected by an appropriate adult.
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- We ask that parents/carers should talk to their children about the appropriate use of text messages as they can often be used inappropriately and to bully pupils.
- Should parents need to contact pupils during the school day, this should be done via the usual school procedure of contacting the school office by phone or email.

This policy supports the Health & Safety, Anti-Bullying, Safeguarding and Mobile technologies policy.

### Parents/ Carers

- Mobile phones must be switched off when visiting Willow Tree Primary School.
- The only exception to this ruling is around performance. Currently governors authorise the use of mobile phones to photograph their children when:
- Parents/carers have been invited to attend a school performance

- Parents/carers have agreed that all images of their children will only be used privately and never on social media.

### **Staff**

- Staff are not permitted to make/ receive calls/texts during contact time with children
- Emergency contact should be made via the school office
- All staff mobile phones should be kept in a school locker during the day time and switched on to silent or off
- School will not be able to take responsibility for items that are lost or stolen.
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present
- Staff should never contact pupils or parents/ carers from their personal mobile number or give them their mobile phone number. If a member of staff needs to make a telephone contact with a parent/carer, they should use the school telephone and record it in the parental contact book
- Staff should report any usage of mobile devices that causes them concern to the head teacher (this includes staff, volunteers, parents/carers and visitors to site)
- For further guidance please see online safety and mobile technologies policy

### **Mobile Phones for Work Related Purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities therefore school has a mobile phone which should be taken on all trips. However staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional
- The school office should be contacted in an emergency
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents/volunteers are accompanying trips they should not use their mobile phone in the presence of children
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip
- Parents/carers and volunteers should not use their phone to take photographs of children.

## **Appendix 1**

### **Mobile Phone Parental Consent Form**

Dear Parent/Carer,

In accordance with our mobile phone policy, if your child must bring in a mobile phone to school, please sign the form below to give your permission for your child to do this and remind them of the school policy.

Your child needs to bring their phone to the front office first thing in the morning before 8:50. They should be collected after 3pm.

The school bears no responsibility for the loss or damage to a mobile phone.

Your child's phone should be appropriately marked so that they can recognise it.

Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely,

R.L.Munro

---

**MOBILE PHONE PARENTAL CONSENT**

I / we give permission for our child.....

in Y..... to bring their mobile phone into school. We have read the policy and understand its implications.

Signed ..... Date .....

Please return the permission slip to the school office, THANK YOU