



Mobile Phone Policy

Designated Safeguarding Lead: Mr Carl Rogers

Written: May 2023

By: Carl Rogers

Approved by Governors: May 2013

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Introduction and Context

Whittington CE Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones

Whittington CE Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept in with personal belongings, away from children, at all times and are not allowed to be used in the classrooms, toilets or in the play areas at anytime. If staff fail to follow this guidance, this should be reported to the headteacher (or safeguarding lead in his absence) who will decide if disciplinary action should be taken.

If staff need to make an emergency call, they must do so in the Staffroom, School Office or Headteacher's Office. Privacy will be granted upon request. Staff must ensure that there is no inappropriate or illegal content on their devices.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are cameras and iPads available within school and only these should be used to record information within the consent criteria guidelines of the local authority and the school.

Members of staff may only contact a parent/carer on school approved phones.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home.

Mobile phones are not permitted on school trips or the school journey.

Use of Mobile Phones for Volunteers and Visitors:

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use a designated area. Neither are volunteers nor visitors permitted to take photographs or recordings of the children without the appropriate permission.

Signed by:

Chair of Governors

Head teacher

Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this us to share this commitment