St George's C of E Primary School

Mobile Phone Policy

St George's C of E School

School's theological-rooted Christian Vision

At St George's CE Primary school our vision is that every child upholds the Christian values with them in their daily lives. Our children strive to be confident, kind, thoughtful and selfless. You can see our vision come to life when walking through our school and in our classrooms. Our school motto is 'Jesus colours our love, our life, our learning'. We strive to live out this vision in everything we do in school to allow children to enjoy the fullness of life and enable them to flourish in the world in which they live.

Our vision is rooted in the Gospel of John and in particular chapter 10 'I have come that they may have life and have it to the full.' Our vision is rooted in the principle of Jesus' teaching that we must use his teaching to allow children to live life to the full and be able to flourish in their life within and beyond school. Our school vision encompasses our 6 Christian values (compassion, love, truthfulness, thankfulness, forgiveness and hope)

April 2025

Policy adopted:- April 2025

Policy to be reviewed:- April 2026

Signed on behalf of Governing Body:- G. James

Signed by the Headteacher:- J. Young

MOBILE PHONE POLICY

Introduction and Aims

At St George's C of E Primary School the welfare and well-being of our pupils and staff is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile users' guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy;
- Anti-Bullying Policy;
- Guidance on the Use of Photographic Images and Videos of Children in Schools.

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse;
- Know how to minimise risk;
- Avoid putting themselves into comprising situations which could be misinterpreted and lead to possible allegations;
- Understand the need for professional boundaries and clear guidance regarding acceptable use;
- Are responsible for self-moderation of their own behaviours;
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls during contact time with children. Emergency contact should be made via the school office.

- **Staff should have their phones on silent or switched off and out of sight (e.g. classroom, shared areas, playground).**
- Use of phones (inc. receiving sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher.

Staff found using their mobile phones inappropriately during the school day could face a disciplinary.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- 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 are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing his/her child to bring a mobile phone to school to contact the parent after school:
    a) The parent must inform school via the school office;
    b) Complete a Mobile Phone Agreement;
    c) The mobile phone should be switched off on entry to the school grounds and only switched back on as the child leaves the school grounds at the end of the day;
    d) The phone must be handed in, switched off, to the teacher first thing in the morning and collected from them 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 returned at the end of the day.

Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene "to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.

Volunteers, Visitors, Governors and Contractors
All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents
While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous and appropriate* to the school environment.

Children are not allowed to be photographed.

AirTags
AirTags and other similar tracking devices are not permitted in school due to safeguarding concerns. While these devices are designed to help locate personal belongings, they can also pose serious privacy and safety risks, particularly in a school setting. AirTags can be used to track the movements of individuals without their knowledge, which raises significant concerns around pupil safety and data protection. To maintain a secure and respectful learning environment, pupils **must not** bring AirTags or any other tracking devices onto school premises. Any such devices found will be confiscated and returned to parents or carers at the end of the day.

Dissemination
The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Dear Parent/Carer

MOBILE PHONE AGREEMENT

St George's C of E Primary School accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.

If you wish your child to bring a mobile phone into school, please sign the agreement below.

Yours faithfully

J.Young

Mr J. Young
Headteacher

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ST GEORGE'S C OF E SCHOOL MOBILE PHONE AGREEMENT

I recognise that St George's C of E Primary School bears no responsibility for mobile phones lost, damaged or stolen on school property or on the journey to and from school.

I will discuss with my child the responsibility of bringing a mobile phone into school.

Mobile phones should be switched off before entry to the school building and should not be switched on until leaving school grounds.

I understand that school may confiscate devices used in an unacceptable manner.

I agree that my child will hand their mobile phone to the class teacher at the start of the school day and it will be returned at the end of the school day.

Signed by:

…….Parent/Carer Date ……

……Class Teacher Date ……