

**Introduction**

In Midsomer Norton Primary School the welfare and well-being of our pupils are paramount. This policy on the use of mobile phones in school and around children offsite has been drawn up in the best interests of pupil safety and staff professionalism.

**Related policies**

- Child Protection policy
- Pastoral Care 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, except:
- Year 5/6 pupils who come to or leave school alone may bring a mobile phone, on condition that it is handed to the class teacher on arrival in school and it is not returned until the end of the school day.
- Phones brought in under this provision should not be used on the school premises for any purpose before or after school, except in an emergency under adult supervision.
- Mobile phones brought to school without permission or kept by a pupil during the school day will be confiscated and must be collected by the parent.

**Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Phones must be kept out of sight (e.g. in a drawer, handbag, pocket) when staff are with children.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. an acutely sick relative), the member of staff will have made the head teacher aware of this and may be allowed to have their phone on in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Calls/ texts must be made/ received in private during non-contact or break time.

- Personal phones will never be used to take photographs of children or to store their personal data. Only school devices are to be used for this purpose.
- A member of staff will carry a school mobile phone or their own to sporting fixtures away from school or on an educational visit, for contacting the school in the event of an emergency.
- Staff must not make use of pupils' mobile phone numbers either to make or receive phone calls.
- Staff should not send or receive messages to/from pupils' mobile phones.
- Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. homework on VLE.
- Staff should not enter into instant messaging communications with pupils.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school's texting service will be used to send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

**Parents & other visitors:**

- We request that parents do not use mobile phones in the school building or grounds, when helping with the marshalling of children (e.g. walking them to swimming).
- Mobile phones must never be used to take photographs in the school building or grounds without consent from the head teacher or teacher in charge of an activity.
- This applies equally to off-site school activities.
- Parents should not upload any image in which a child other than their own can be identified to the internet.

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

Signed ..... Date .....  
 Chair of Governors

Signed ..... Date .....  
 Head Teacher

Date for Review: September 2016