



## **WESTFIELD PRIMARY SCHOOL AND NURSERY**

### **MOBILE PHONE USAGE POLICY**

**Date ratified: 25 September 2017**

**Ratified by: Full Governing Board**

**Date to be reviewed: September 2018 by the Curriculum, Staff and Pupils Committee**

*This policy should be read in conjunction with the Safeguarding Policy, E-Safety Policy, Behaviour Policy, and Staff Code of Conduct.*

## **General guidance**

Westfield Primary School and Nursery discourages children from bringing mobile phones to school. If a child needs to contact his/her parents/carers the school office will contact them on their behalf. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

- Children in Years 5 and 6 who are walking to school without their parents have permission to bring a phone to school so that they can contact their parents in an emergency to or from school.
- The phone must be clearly labelled with the child's name, switched off and given in to the office on arrival at school.
- Phones are returned to the Class teacher at the end of the school day and given to the children before leaving school to put safely into their school bag.
- The phone must be concealed whilst leaving the school premises and children are reminded that it is not safe to be looking at their phones whilst walking to and from school.
- Parents are advised that Westfield Primary School and Nursery accepts no liability for the loss or damage to mobile phones which are brought into the school.
- Where a child is found with a mobile in school, including the playground, the phone will be taken from the child and placed in the office. Parents will be contacted to collect the phone.
- If a child is found taking photographs or video footage with a mobile phone of either a child or a teacher, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the child may be referred to the Police. If images of other children or teachers have been taken, the phone will not be returned to the child until the images have been removed by an appropriate person.

## **Guidance for staff and volunteers — Personal Mobile devices (including phones)**

- The school allows staff and volunteers to bring in personal mobile phones and devices for their own use. They should be kept out of sight in the learning environment.
- Under no circumstances does the school allow a member of staff to contact a child or parent/carer using their personal device.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Mobile phones are not to be used in the classroom environment.
- Mobile phones should be switched off or to silent and kept out of sight whilst staff are teaching.

## Guidance for parents/carers, visitors and volunteers

Adults either in school, on the school grounds e.g. the playground, or accompanying children on school trips should **not** use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event, such as, Sports day, Assemblies or the Summer Fair and **only of their own children**. Parents are reminded to **not add photos of a group of pupils onto any social media sites**.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

- Visitors should not use their personal mobile devices during pupil contact. These should be switched off/to silent and kept out of sight whilst in school.
- Parents/carers are not permitted to take photos/videos during assemblies or other school performances and events of any other children apart from their own.

School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.