

# Grange Primary School



## Mobile Phone Policy

Updated: Autumn 2024

To be reviewed: Autumn 2026

**This policy provides clear guidance on the use of mobile phones in school by staff, visitors and pupils.**

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## Mobile Phone Policy

### For staff, visitors, volunteers and pupils.

**This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.**

#### **Introduction:**

Grange Primary School has a clear policy on mobile phones within the school and how they are stored and used during the school day.

#### **Staff mobile phones**

Staff use of mobile phones during their working day should be:

- Outside of their contracted hours
- Discreet and appropriate, e.g. not in the presence of pupils

Mobile phones should be switched off/on silent and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use a school telephone.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate,

With regard to camera phones, a member of staff should never use their phone to photograph a pupil or allow themselves to be photographed by pupils.

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#### **Pupil mobile phones**

Camera mobile phones are becoming increasingly popular and a built-in digital camera enables users to take high-resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools: they can become an instrument of bullying or harassment directed against pupils or/and teachers.

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones to school.

When a child needs to bring a mobile phone into school, the phone must be left in the lockable cupboard at 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 are advised that Grange accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the senior leadership team, who will record the name of the pupil and attach it to the phone. The mobile phone will be kept safe by the member of staff and the pupil may collect the phone at the end of the school day. If this occurs more than three times, then the school will confiscate the phone until an appropriate adult collects the phone.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy.

If images of other pupils or the teacher have been taken, the phone will not be returned to the pupil until the matter has been dealt with by a senior leader. Should a pupil be found using their phone inappropriately, the school reserves the right to no longer allow children to bring a phone into school.

## **Parents, visitors or volunteers in school**

Adults within in school or accompanying children on school trips should not use their cameras or mobile phones to take pictures of pupils unless it is at a public event such as sports day and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

If any staff member sees a visitor using a mobile phone within the school building, they should ask the visitor to put the phone away and show them to the staff room, where they may use their mobile phone.

***We ask that parents talk to their children about the inappropriate use of text messages, as they can often be used to bully pupils. Should parents need to contact pupils or vice-versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.***

***The policy supports the Health and Safety, Anti-bullying, Child Protection, Safeguarding and Internet/E-safety policies.***

***This policy will be monitored and reviewed as required, but at least every two years.***