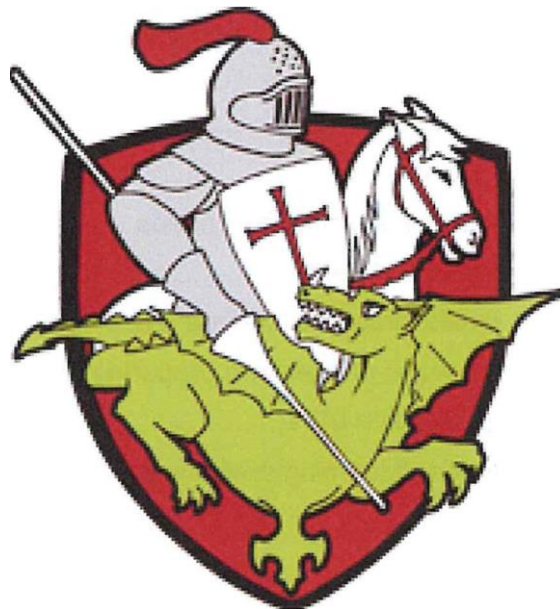


St. George's Junior School

Mobile Phone Policy



Approved by:

LGB

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Contents

1. Aims.....	3
2. Appropriate Use of Mobile Phones by adults	3
3. Appropriate use of Mobile Phones by pupils.....	4
4. Use of Mobile Phones for Parents, Volunteers and Visitors.....	4

1. Aims

The purpose and importance of the Mobile Phone Policy.

St. George's Junior School recognises that staff may need to have access to mobile phones on site during the working day. This policy aims to set out guidance around appropriate and acceptable use of a mobile phone on the school site, ensuring pupils and adults are safeguarded.

2. Appropriate Use of Mobile Phones by adults

St. George's Junior School allows staff to bring mobile phones for their own personal use however, they are not allowed to be used in the classrooms, toilets or in play areas at any time. If staff fail to follow this guidance, this should be reported to a named member of staff for child protection (Designated Safeguard Lead).

If staff need to make an emergency call, they must do so in the Staffroom, Headteacher/Deputy Headteacher's office or main office. Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs anywhere within the school grounds. iPads are available within school and only these should be used to record visual information.

Members of staff must not contact a parent/carer on personal mobile phones; calls should be made to the school office to pass on messages to parents/carers.

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 absolute emergencies. During a school visit, staff may need to contact each other with regards to personal or medical information about a pupil.

3. Appropriate use of Mobile Phones by pupils

In general, pupils should not bring valuable items to school as they can be lost or damaged, causing stress and worry.

St. George's Junior acknowledges that some children walk to school independently in Years 5 and 6. A child may need a mobile phone for their journey to and from school to contact parents/ guardians in the event of a change of circumstance or emergency.

Only children in Years 5 and 6 who walk to and from school independently are allowed to bring their mobile phone onto the school site. Parents/ Guardians are reminded that any changes to collection or emergencies during the school day should be passed to the school office, not through a message to a pupil's mobile phone. This is to ensure adults releasing children at the end of the day know of any changes and can safely dismiss the children in their care.

If a pupil brings a mobile phone to school, it must be turned off and handed to the class teacher at the beginning of the day so that it can be securely locked away. This aims to ensure safety for everyone, including the possessions of the pupils. At the end of the school day the mobile phone will be returned to the pupil who will put it in their bag until they are no longer on the school premises. There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day or whilst on school grounds. Mobile phone technology may not be used to take photographs, videos, or audio recordings anywhere within the school grounds.

Any pupil who is found to have a mobile phone in their possession during the school day or who uses a mobile phone on school grounds will not be permitted to bring a mobile phone to school in the future. There are no reasons why a pupil needs to take a mobile phone on an educational visit/ sporting fixture. This includes events that take place during the school day and extra-curricular opportunities such as residential visits.

Mobile phones remain the responsibility of the pupil and St. George's Junior accept no responsibility for the loss or damage of a mobile phone.

4. Use of Mobile Phones for Parents, 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. Unless special permission is granted by the Headteacher, all visitors to the school should obtain a key from the school office and place their mobile phones in a locker before entering the school building. If they wish to make or take an emergency call, they may use the school phone located in the main office. Neither volunteers nor visitors are permitted to take photographs or recordings of the children without the school's permission.