



## Allendale Primary School Mobile Phone Policy



### **Aims:**

Mobile phones are open to misuse by adults and pupils alike. This policy aims to address both safeguarding and bullying issues associated with mobile phone use and ensure a safe environment. This policy set out expectations on the appropriate use of personal mobile phones by pupils and adults. It covers use of mobile phones throughout school and travelling to and from school.

### **Pupils:**

Pupils are not allowed to bring mobile phones or any other social media device, such as i-pods, i-pads etc., into school except in exceptional circumstances agreed in advance between the parent and Headteacher.

Bullying of any sort, including cyber-bullying is not tolerated by our school. See our Anti-bullying and behaviour policies.

### **Staff:**

Staff should use the school landline for the receipt of incoming calls and outgoing business use.

If staff have mobile phones in school, they should be switched off and left in a safe place whilst children are on the premises. Any staff mobile phones should be kept in the staff room and only if children are not present in this room. Staff may access their messages or make any private calls in break times, either in the staff room or off the premises.

All other devices that are able to take photographs are subject to the Photograph Policy.

Staff should never contact pupils from their personal mobile phone, or give their mobile number to pupils. If a member of staff needs to make telephone contact with a parent, the school telephone should be used. Staff are asked to keep personal calls to a minimum; any incoming calls should be received via the landline.

It is recognised that, on school trips, mobile phones are an important means of communication between groups and with school and they should continue to be used for such purposes. However, staff are advised against contacting parents personally, unless the situation is unavoidable.

Staff should not send to, or accept from anyone, texts or images that could be viewed as inappropriate.

Staff should understand that failure to comply with this policy is likely to result in disciplinary action and under certain circumstances, could result in a child protection allegation.

**Volunteers in school:**

Volunteers are subject to the same conditions as above for staff. Failure to comply with this policy is likely to result in the cessation of the volunteer's role in school and could, in certain circumstances, lead to a child protection allegation.

**Contractors and Visitors in school:**

Contractors who visit school regularly are expected to only their mobile phones in relation to business. Phones are not to be used when any pupils are present. Failure to comply with this policy is likely to result in the suspension of the contractor's role in school and notification to his/ her line manager as to the reasons why the suspension has occurred. It may, in certain circumstances lead to a child protection allegation.

**Parents in school:**

Parents are requested not to use their mobile phones within the school site; If a parent is in the playground and receives or makes a phone call, this is acceptable; however, school reserves the right to question any unusual phone activity or any use of a mobile phone to take photos of any pupil.

**Roles and Responsibilities:**

Safeguarding and acceptable behaviour is the responsibility of all who enter the school premises.

The headteacher has the overall responsibility for ensuring that this policy is implemented by all groups and that expectations are communicated and made clear.

All volunteers and contractors have the responsibility of accessing and complying with the use of mobile phones policy.

**Relationship to other policies:**

This policy should be read in conjunction with other school policies including, Health and Safety, behaviour, anti-bullying, internet and e-safety, volunteer, code of conduct for staff, visitors in school, photograph, acceptable use, induction and child protection. These policies are available on the school website and / or as a hard copy from school.

Mobile Phone Policy  
February 2014

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February 2017

