

CRYNALLT PRIMARY SCHOOL

YSGOL GYNRADD CRYNALLT

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Mobile Phone Policy

Chair of Governors: Dr Kim Jenkins

Signed:

Date:





Crynallt Primary

Mobile Phone Policy for Staff, Visitors, Volunteers and Pupils

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

Introduction

Crynallt Primary has a clear policy on allowing pupils to bring mobile phones into school this policy makes explicit reference to camera mobile phones, watches with phone and photographic facilities.

Camera Mobile Phones

Camera mobile phones are very popular and a 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 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.

Staff Policy

Staff personal 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

Staff mobile phones should be placed on silent and kept in a safe place e.g. in a pocket or bag during lessons. The school cannot take responsibility for items that are lost or stolen. Staff are permitted to take their mobile phones on school trips or to the forest, so these are available to use in the event of an emergency.

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 the school telephone in the office. **If a member of staff has no option but to use their mobile phone to contact a parent/carer, then their number should be withheld.**

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(s) or allow themselves to be photographed by pupils

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

Parents, Visitors or Volunteers in School Policy

Adults either in school 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 or summer Fair and of their own children. Any images they take that include other pupils must not be shared on social media.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or 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 the teacher to take photos as a record of the educational visit, they will be issued with a school iPad. **Parents/carers accompanying children on school trips should not use their mobile cameras to take pictures of children.**

Pupil Policy

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, Crynallt Primary discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent/carers. All phones must be switched off when your child arrives on site. If your child travels on the school bus, they must hand the phone to the chaperone. Children attending breakfast club must hand their phone to the supervisor on arrival. All other pupils must hand the phone into a staff member at registration. Phones should be clearly marked so that each pupil knows their own phone.

Phones will be stored in the office/DHT office during the day and returned to your child as they leave school. Parent/Carers are advised that Crynallt Primary 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, handed to a member of senior management team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored in the school office and a responsible adult must collect the phone at the end of the day/the following day.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and parents will be invited into a meeting with the Headteacher and/or Chair of Governors. (Please see more guidance on sexting in our child protection policy).

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 a phone call.

The policy supports the Health & Safety, anti-bullying, Child Protection, Safeguarding and Internet/E-safety policies. This policy will be monitored and reviewed as required or annually.

**Crynallt Primary Mobile Phone Policy
For Staff, Visitors, Volunteers and Pupils**

Mobile Phone Parental/Guardian/Carer Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- All phones must be switched off when your child arrives on site.
- If your child travels on the school bus, they must hand the phone to the chaperone.
- Children attending breakfast club must hand their phone to the supervisor on arrival.
- Children arriving at school for registration must hand their phone into the teacher/member of staff. Phones will be stored in the office during the day and returned to your child as they leave school.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thankyou.

Yours sincerely

Mrs Bridgman
Headteacher

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Mobile Phone Parental/Guardian/Carer Consent

I/We give permission for my/our child(name)

.....Class

to bring their mobile phone into school.

We have read the policy and understand its implications

Signed: Parent/Guardian/Carer

Date:

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE

THANK YOU