

St Joseph's Catholic Primary School



Mobile Phone Policy

Signed by:

L.J. Atkinson

Headteacher

Date: [Updated October 2022]

June 2022

M. McDonagh

Chair of

June 2022

Governors

Date: [Updated October 2022]



Vision Statement

At St Joseph's we can do anything through Christ who gives us strength to nurture a school where we respect each other through feeling safe and supported. In Christ we live and learn together providing inspiring opportunities to be the best we can be. To take pride in our school and where we come from. Just as Jesus worked side by side with St Joseph the worker, we will work together to:

- Provide a welcoming environment based on trust and mutual respect.
- Be ready to learn at all times
- Be inclusive and understanding
- Celebrate success
- Commit to having high expectations



Introduction

The welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and smart phones (**including smartwatches**) in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related Policies

- Child Protection & Safeguarding Policy
- Staff Code of Conduct
- Educational Visits
- Device and Technology Acceptable Use Agreement for Staff Policy

Use of Mobile Phones

Pupils:

- Pupils are not permitted to have mobile phones (**this includes smartphones and smartwatches**) at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

the parent **must put their request in writing to the Headteacher**

the phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff are not permitted to use mobile phones during teaching time (**this includes smartphones and smartwatches**)
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff should not access work emails on personal devices. **This includes accessing / responding to CPOMs.**
- Use of phones must be limited to non-contact time when no children are present.



- Phones must not be used in classrooms where children are present and should only be used in offices or the staff central work areas e.g SLT work room/ staff room
- Phones must be kept out of sight (e.g. drawer, bag, pocket) when staff are with children.
- Calls/texts must be made/ received in private during non-contact time.
- **Personal phones will never be used to take photographs of children or to store their personal data. _All staff have access to class iPad for this purpose**
- Individual arrangements will be made when attending sporting fixtures etc. away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure , heatwave or a heating failure) the school Arbor system will be used to send each family a message informing them of the change of circumstances. *It is therefore imperative that parents supply school with up-to-date contact numbers.*

Parents & other visitors:

- Mobile phones must never be used to take photographs of children other than their own in the school building or grounds.
- **[Updated]** Visitors are requested to refrain from using Mobile devices in front of children whilst on the premises.
- **[Updated]** Parents will be notified at school events whether images/videos may be taken of their child/ren in line with policies and procedures. The DSL/DDSL will make an announcement at the start of all events in line with advice from the Headteacher.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

Monitoring, Evaluation and Policy review

- 1.1. The policy will be promoted and implemented throughout St Joseph's Catholic Primary School.
- 1.2. This policy will be assessed for its implementation and effectiveness **annually** by the **DSL, DDSLs** and the **Headteacher along with the Governing Body.**

