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# Horsmonden Primary School

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## *Mobile Telephone Policy*



## **Introduction**

In Horsmonden Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

## **Guidance for the use of Mobile Phones**

### **Pupils**

- Pupils at Horsmonden Primary School are not permitted to bring mobile phones into school, or take them on school trips, unless there are exceptional circumstances which have been previously agreed by the Headteacher.
- Parents wishing to contact their child in cases of emergency can do so through the school office (01892 722529).
- 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, first thing in the morning and collected 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.

### **Staff**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. 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.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

### **Parents and other Visitors**

- We request that parents and visitors do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.