

# **Greenhaw Primary and Nursery School**



## **Mobile Phone Policy**

**September 2021**

### **Greenhaw Primary and Nursery school - Our Mission Statement**

We the Governors and staff of Greenhaw Primary and Nursery School believe the school to be a vital part of the Community. We are firmly committed to: -

- > Providing effective education for all our children,
- > Developing positive pastoral care systems in our school,
- > Establishing close links with the home, the parish and the wider community.

### **Our School Aims**

Overall: - To provide a happy and busy working environment wherein the pupils will develop their social, spiritual, physical and academic potential.

1. To create a happy environment throughout the school.
2. To nurture a sense of self-worth and confidence in each child so that they in turn will respect others and their property.
3. To recognise and develop the needs of every individual child (physical, emotional, social and intellectual).
4. To give our pupils an appreciation and understanding of their faith and instil in them Christian values.
5. To ensure the safety and well-being of pupils in our care by encouraging good standards of behaviour.

## **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, visitors, volunteers and pupils.

### **Introduction**

Greenhaw Primary and Nursery School has a clear policy on staff, visitors, volunteers and pupils allowing bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

### **Camera Mobile Phones**

Camera mobile phones are popular and a built in 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 Chats. There is a 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**

In line with our Staff Code of Conduct and our Child Protection & Safeguarding Policy, staff use of mobile phones during their working day should be:

- outside of their contracted hours
- during breaks in a designated area – Staffroom or off site
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be out of sight and left in a safe place during class times. No member of staff should be posting or Liking / Sharing posts etc. on social media forums or WhatsApp groups etc. during their working hours in the presence of pupils. Exceptions to this must be sought from the Principal. All staff can be contacted in emergency circumstances through our school office telephone system. The school cannot take responsibility for mobile phones that are lost or stolen.

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 parent / guardian, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

A member of staff may use their mobile phone camera to photograph evidence from class. These images must be deleted from your device after uploaded to our social media and Remote Learning Platforms eg. School Website, See-Saw or Microsoft Teams etc.

Members of staff should never allow themselves to be photographed by pupils.

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

### **Parent, 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.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office. Mobile phone cameras of parents, visitors or volunteers should not be used 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, we discourage 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 must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that we accept 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 the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or staff member have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. 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 allowed the phone in school.

We ask parents to discuss with their children the appropriate use of text messages, as they can often be used to bully pupils.

### **Mobile Phone Policy for staff, visitors, volunteers and pupils**

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 phone or email.

The policy supports the Health & Safety, Anti-Bullying, Child Protection and Internet/ E-Safety Policies. This policy will be monitored and reviewed as required

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## **Mobile Phone Parental Consent Form**

**Dear Parent/Guardian**

**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.**

- **Your child needs to bring their phone to the school office first thing in the morning before they go their classroom. It can be collected at home time.**
- **The school bears no responsibility for the loss or damage to a mobile phone**
- **Your child's phone should be appropriately marked so 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.**

**Thank you.**

**Yours sincerely**

**Mr S. McLaughlin**

**Principal**

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## **MOBILE PHONE PARENTAL CONSENT**

**I/we give permission for our child (name) ..... in year .....  
teacher's name .....to**

**bring their mobile phone into school and it will be stored in the School Office until home time. We have read the policy and understand its implications.**

**Signed .....**

**Relationship to child.....**

**Date.....**

**PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU**