



Mobile Phone Policy

May 2019 – Reviewed November 2024



St Peters Primary School Mobile Phone Policy for staff, governors, visitors, volunteers and pupils

Introduction

St Peter's has a clear policy on allowing pupils, staff, governors, visitors and volunteers to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are now the norm 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 chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment.

Staff policy

Staff use of mobile phones for calls, texts, social media browsing during their working day should be:

- ☐ only during suitable break times, never in lessons or while on a supervision duty
- ☐ discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items 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 pupil, 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.

With regard to camera phones, a member of staff should never allow themselves to be photographed by pupils.

Staff should make their best endeavours to avoid using mobile phones to take photos of pupils. They should use school iPads or digital cameras whenever they are available. However, due to the fact that social media promotion and the school website are vital marketing tools, staff can make exceptions in order to expedite the process of uploading photos for this purpose only.

Staff are only permitted to take photos on their personal phones for the purpose of uploading to the school's Facebook or Instagram pages and for the school website. Not for any other purpose. Parents will be informed that staff may use their mobile phones for Instagram and Facebook, when giving permission for their child's image to be used online. Parents will have the right to veto this permission.

Staff should delete all photos of pupils straight after posting them on social media. Staff are also reminded to remove pupils' images from their cloud back-up, and other places where a secondary copy of the photo may be stored.

Staff must check whether every pupil in a photo, being posted on line, has had parental permission for this.

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, Governors, 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.

At public events such as Sports Day, school drama productions or a Christmas / Summer Fair parents may take photos / videos on their personal devices that focus upon their own children. If these photos or videos contain shots of any other pupils, parents must remove/cover children other than their own, or pixelate their faces, before posting on social media.

Parents are informed of this in our General Procedures Booklet and at all major public events. It is the parent's responsibility to adhere to this procedure – not the school's.

Governors, visitors or volunteers in school (during school hours) 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 camera. Only staff are allowed to take photos in the pool area, and then only ever in a manner in line with this policy.

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, St Peter's discourages pupils from 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 and only if they are one of the pupils in Year 5 and 6 who walk to and from school without adult supervision.

The phone must be handed into to their teacher as soon as they enter the classroom at the start of the day and it can be collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St Peter's accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

If parents have made an arrangement for their child to text them when the child reaches school but the child fails to do so the school realises that the parent may ring to check that the child has arrived safely. However, it must be noted that whilst the safety of pupils always comes first, if this happens fairly regularly, it can become a drain on school office time and resources. Parents should note that the school will always contact them in the event of an unexplained absence. The school will suggest that parents walk their children to school if their child proves to be unreliable at texting their arrival in the morning.

Where a pupil is found by a member of staff to be using a mobile phone between 8:45am and 4:15pm, the phone will be confiscated from the pupil, handed to a member of the Senior Leadership team who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day. A phone call will be made home to parents informing them that their child has been caught using their phone in school. If this practice continues once more, then the school will confiscate the phone until an appropriate adult collects the phone from a senior leader.

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 teacher have been taken, the phone will not be returned to the pupil until any investigation is complete. If the images are not offensive and/or inappropriate, they will be deleted in the presence of the child's parent and a School Senior Leader. The phone will then be returned to the parent. If the images are offensive and/or inappropriate the phone may need to be kept as evidence in a police investigation. (Please see more guidance on sexting in our child protection policy).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw the privilege of bringing a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages (or What's App / Social Media messages) as they can often be used to bully 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 in person.

Parents are responsible for setting the filters and restrictions on internet searches for their child's phone.

St. Peter's – Policy Summary

Policy Title:	Mobile Phone Policy	Scope:	ALL
Links:	Procedures for Managing Allegations Against Staff Members, the Health & Safety, Anti bullying, Child Protection, Safeguarding and Acceptable Use Policy.		
Published:	May 2019		
Ratified by:	FGB	Review Cycle:	Bi-Annual
Last Approved:	November 2024	Next Review:	November 2026



St Peter's Church of England (Aided) Primary School



Appendix 1

Mobile Phone Parental Consent Form For Year 5 and 6 Pupils Who Walk Home Unaccompanied Only

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.

- ☐ Your child needs to hand their phone to their teacher first thing in the morning as they go into their classroom.
- ☐ 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. Also, the phone may have to be kept indefinitely as evidence in an investigation.
- ☐ It is the parent's responsibility to set the filters, and necessary restrictions on internet search engines, on their child's phone.

Thank you.

Yours sincerely

Giles Kolter
Head teacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

in Classto bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date.....

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