



**St Mary's Catholic First School**



## **Mobile Phone Policy**

### **Introduction**

At St Mary's 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.

### **Use of mobile phones**

#### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on trips unless specific permission has been given.
- Mobile phones brought to school and not left in the school office will be confiscated and must be collected by the parent.

#### **Staff:**

- Staff must have their phones on 'silent' or switched off during class time and stored in the lockers in the school.
- Only designated staff may use mobile phones for in-school communication.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make 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 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:**

- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstance. It is therefore imperative that parents supply school with at least one up-to-date mobile number.
- We request that parents 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.

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

December 2016