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Mobile Phone Policy

Robert Wilkinson Primary Academy



Robert Wilkinson
PRIMARY ACADEMY

Approved by:	Local Governing Body	Date: 12.10.22
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Last reviewed on:	July 2022
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Next review due by:	July 2025
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MOBILE PHONE POLICY

Introduction

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

Related policies

- ❖ Child Protection policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ E-Safety policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones or smart watches 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 switched off and handed in to the school office first thing in the morning then (the phone is left at the owner's own risk).
 - mobile phones must be collected at the end of the day.
- 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 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.
- Use of phones must be limited to 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 a private space during non-contact time.
- Phones must never be used to take photographs of children or to store their personal data.

Parents & other visitors:

- We request that parents/visitors do not use mobile phones in the school building.
- 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/ our pupils safe.