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Mobile Phone Policy for staff, visitors, volunteers and pupils	Issued: February 21
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APPROVAL BY	STANDARDS COMMITTEE

Mobile Phone Policy for staff, visitors, volunteers and pupils

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1. Introduction

Alfred Street Junior School (ASJS) has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

For the purposes of this policy, reference to ‘parents’ includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

2. Camera Mobile Phones

Camera mobile phones are becoming increasingly 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 chat rooms. 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 and/or teachers.

3. Staff policy

Staff use of mobile phones during their working day should be:

- Outside their contracted hours
- Discreet and appropriate e.g. 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 use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

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 Staff Disciplinary policy [1] and associated procedures.

4. Parent, Visitors or Volunteers 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 unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school 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. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

5. 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, ASJS discourages 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 (Appendix 1) **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 ASJS accepts 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 in accordance with the Behaviour policy [2].

If images of other pupils or teacher 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 member of staff. (Please see more guidance on sexting in our Child Protection policy [3]).

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 able to bring a phone into school. We ask that parents should talk to their children about the appropriate use of text 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 email.

The policy supports the Health & Safety [4], Anti bullying [5], Child Protection and Safeguarding [3] and Online Safety [6] policies.

6. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [3]. Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [6] and ICT Acceptable Use Policy [7]

All concerns must be reported to our Designated Safeguarding leads:

Mrs K O'Connor, Mr C Butler, Mrs S Smith, Mrs W Watts

7. References

[1] Alfred Street Junior School, "Staff Disciplinary Policy".

[2] Alfred Street Junior School, "Behaviour Policy".

[3] Alfred Street Junior School, "Child Protection and Safeguarding Policy".

[4] Alfred Street Junior School, "Health and Safety Policy".

[5] Alfred Street Junior School, "Anti-Bullying Policy".

[6] Alfred Street Junior School, "Online Safety Policy".

[7] Alfred Street Junior School, "ICT Acceptable Use Policy".

Appendix 1. Mobile Phone Parental Consent Form



Alfred Street Junior School

Rushden, Northamptonshire NN10 9YS
Web site: www.alfredstreetjunior.org
Email: head@alfredstreet.northants-ecl.gov.uk

Telephone: 01933 353762
Fax: 01933 355955

Headteacher: Mrs K O'Connor
School Business Manager: Mrs Debbie Heffernan

Dear Parent/Carer

In accordance with our Mobile Phone Policy, if your child is bringing in a mobile phone to school, 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 to their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked to that it is recognisable.
- 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.

Yours sincerely

Mrs Kelly O'Connor

Head teacher

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year to bring their mobile phone into school. We have read the policy and understand its implications. The phone will be handed into the office as soon as my child enters the school.

Signed Date

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