



Mobile Phone Policy

Review frequency: Annually

Date approved: June 2023

Approved by: N Bridges (Headteacher)



Robin Hood Primary School

Guidance on the use of mobile phones on school premises

Staff use of mobile phones:

Staff members are permitted to have their mobile phones about their person. However there is a clear expectation that all personal use is limited to lunch and/or break times. Other than in agreed exceptional circumstances (e.g. calling 999 in medical emergency / expecting an important call e.g. from GP / sick relative) mobile phones must be switched off. Calls and texts must not be taken or made during work time.

Practitioners are not permitted to use their personal mobile phones for contacting children, young people and their families within or outside of the school setting. **Staff must not use their personal mobile phone to take photographs on the school premises.** This information also applies to supply teachers, students on placement and volunteers helpers.

School mobile phones are available. School mobile phones will only be used by staff under the following circumstances:

- **As an essential part of the emergency toolkit which is taken on off-site trips.**
- As a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Only authorised members of staff are allowed to use a school mobile. Personal calls are not permitted to be made, other than in agreed exceptional circumstances.

Pupil use of mobile phones

Pupils are permitted to bring mobile phones into school in Y5 and Y6. However, pupils should turn these off when they reach school site. They will be collected in classrooms in a phone “box”.

Examples of reasons for permission could be:

- The child regularly travels home on his/her own
- Individual family circumstances

If permission has been given for a child to bring in a mobile phone to school the phone will be stored safely throughout the school day, children are not permitted to use mobile phones to take images of other pupils, staff or the school premises.

The conditions of a child bringing a mobile into school are as follows:

- Prior permission has been given by the Headteacher
- The phone is switched off and is handed in to the office before school starts (8.55am) and then collected after school finishes (3.25pm)
- Phones will be stored securely; the school cannot accept liability for the loss/damage of any personal equipment on the school premises.

Visitors' use of mobile phone on the school premises

- Visitors are only permitted to use mobile phones on the school premises in areas where pupils are not present.
- This information will be shared with visitors as they sign in.
- Visitors are not permitted to use mobile phones or cameras to take any photographs whilst on the premises.