

## **Slaley First School: Policy on Mobile phones**

### **Rationale**

The purpose of this policy is to describe the procedures and protocol in place to ensure safeguarding of pupils and secure use of mobile phones.

### **Scope**

The policy is intended for all members of staff on school premises, visitors and volunteers working in the school.

### **Procedure**

**Staff and pupils**-- with mobile phones should ensure that their labelled phone is placed in the basket in the Office during school times. As the Office is a busy working environment it is requested that phones are in 'silent mode' or switched off.

Staff needing to use their phones will do so whilst ***not in direct contact*** with pupils and at appropriate times during the school day eg. break and lunch times and return their phone to the Office.

**Visitors, Volunteers and Students** on work experience will be subject to the same arrangements under the policy as the school staff.

Mobile phone equipment remains the responsibility of the owner and the school accepts no liability for the loss/damage of individual phones on the premises, although sensible steps will be taken to ensure security.

The same procedure will apply to any child bringing a mobile phone into school.

### **Educational Trips**

An agreement before a trip will be made about a member of staff who will be responsible for taking the mobile phone kept in the school office (with no camera facility) for the purpose of additional security in any emergency, or when access to a landline may be difficult or impracticable.

### **Parent helpers on trips**

Parents *accompany* staff members- who are in charge of and responsible for supervising pupils at all times. Staff systems and routines ensure the safeguarding of pupils at all times from any unauthorised use, by parents, of mobile phones in connection with pupils.

Signed: *Mrs. D. Brett*

*Mrs. M. Rastall*

Dated: *September 2018*

To be reviewed: *September 2019*