



GREENHOLM PRIMARY SCHOOL

MOBILE DEVICES POLICY

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Introduction

At Greenholm Primary School 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.

Related policies

- Child Protection policy
- Safeguarding policy
- Staff Code of Conduct
- Educational Visits
- Use of Images policy
- E-safety policy
- Visitors

Use of mobile devices

Pupils:

- Pupils are not permitted to use mobile phones 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 handed in, switched off, to the office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- 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 incase of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present and in the designated areas. (Staff room, office or headteacher's office)
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried on educational visits and to sporting fixtures away from school in the event of an emergency.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds. Please see visitors policy for further details.

Mobile phones must never be used to take photographs in the school building or grounds. In the event that circumstances dictate photographic evidence is mandatory – building works etc, then said visitor will be chaperoned and all pupils be cleared from the destination of the photo.