



Bentfield Primary School Use of Mobile Phones Policy

At Bentfield Primary School the welfare and well-being of our pupils is paramount. Our policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

Use of mobile phones

Pupils

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school:

- The phone must be handed in and switched off, to the year groups designated person first thing in the morning, and collected by the child at home time (**the phone is left at the owner's own risk**).
- Pupils are not allowed to take photographs of other pupils or staff in school.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff

- All staff may not make or receive personal calls during teaching time/contracted hours. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the Senior Leadership Team aware of this and will have discussed the need to make an emergency call.
- Staff should use mobile phones in designated areas such as the staff room or in a private room away from children; use of phones must be limited to non-contact time/lunchtime when no children are present.
- Staff should not use personal devices to take photos or videos of pupils and will only use school provided equipment for this purpose.
- Phones must be stored in the staffroom or suitable cupboards. In exceptional circumstances, the Senior Leadership Team will be aware and staff will have discussed the need to have a mobile phone with them.
- Staff supporting individual children with acute medical needs may require their phones, but these must only be used in an emergency. The need to have a mobile phone at these times will be discussed with the Senior Leadership Team.
- Key staff will be required to take their mobile phone during Forest School sessions, but these must only be used in an emergency. The need to have a mobile phone at these times will be discussed with the Senior Leadership Team.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency, they should use their own devices and hide their own mobile numbers (hidden caller ID) for confidentiality purposes.
- No phone must ever be taken into a toilet or changing area.
- **Unacceptable use of mobile phones by staff may result in disciplinary procedures**

Parents & other visitors

- Mobile phones must never be used to take photographs in the school building or grounds during school hours, unless permission is given by the school for a specific event, e.g. a sports day or production. In these instances parents will be requested to ensure that they do not make any photos or recordings public (see our school's photograph and filming policy for further information). If you do not wish your child to be filmed at these events, please speak to the school directly.
- **We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe**