

PENSHURST CE PRIMARY SCHOOL



Mobile Phone Policy

This policy provides guidance on the use of mobile phones, including camera phones, in school by staff, visitors, volunteers and pupils.

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Policy Owner: Teaching and Learning Committee	Next revision due: November 2025	Review period: Every 3 years
Approved by the Governing Body on 8 th December 2022		
Signed by the Chair of Governors:		
Signed by the Headteacher:		

Pupils

Introduction

At Penshurst CE Primary School we do not generally allow pupils to bring mobile phones to school. Nevertheless, we recognise that there may be exceptional circumstances where this is requested, for example if children are travelling independently to and from school. If parents wish for their child to bring a phone to school in these circumstances, the following procedure must be followed:

- Parents must notify the school in writing that they wish for their child to bring a phone to school. They must wait for the school to grant permission, again in writing, before the child brings the phone into school.
- The phone must be handed into the school office at the start of the day and collected at the end of the day. Phones must not be kept in pupils' bags. It is the pupil's responsibility to hand in and collect phones – reminders will not be given. Phones should be clearly marked so that they can be easily identified by both pupils and school staff.
- The phone must not be used by the pupil at any time or for any purpose while on the school premises.
- Parents should understand that children bring phones to school entirely at their own risk; the school accepts no responsibility for any loss or damage while the device is on school premises.

If this procedure is not followed, any phone brought into school may be confiscated by school staff and will not be returned until a parent is able to come to the office to collect it. Permission to bring a phone to school may be withdrawn.

If a pupil needs to contact his/her parents/carers during the school day, they must come to the school office and speak to office staff, who will arrange for the school phone to be used. If parents need to contact their children urgently they should phone the school office and a message will be relayed promptly.

Inappropriate use of electronic communication outside of school

We ask that parents talk to their children about the appropriate use of text messages and other digital communications, as these can be used to bully other children. Thoughtless use of these types of communication can cause distress to other children even when this is not the pupil's intention. Appropriate use of technology is also discussed at school. Further information can be found in our Behaviour, Child Protection and E-Safety policies.

Staff

Classroom-based staff should either switch off their mobile phones or switch them to silent, and leave them in a safe place, during lesson time and any contact time with pupils. The school cannot take responsibility for any phones that are lost or stolen.

Staff are permitted to use their phones during the school day, but only subject to a number of conditions. Usage must at all times be:

- Discreet and appropriate. Phones should only be used during break and lunchtimes, and never in the presence of pupils (e.g. only in the staffroom, school office or in an empty classroom).
- In keeping with professional responsibilities and expectations (see Staff Code of Conduct).

Staff should always avoid contacting pupils or parents from their personal mobile phone and should not give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, they should use the school office telephone or the school mobile phone.

Staff should never send to, or accept from, colleagues, parents or pupils, texts or images that could be viewed as inappropriate. If a member of staff receives such a communication, they should report this to the Headteacher immediately.

With regard to camera phones, a member of staff should never use their phone to photograph pupils or to allow themselves to be photographed by pupils. Where staff are taking children out of school on an educational visit, they should only take photographs of pupils using school equipment such as a digital camera or iPad.

This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of disciplinary procedures.

Volunteers

Parents/carers and others who volunteer in school will be asked to turn their phones off when in the presence of pupils. Volunteers should not use their camera or camera phone at any time to take pictures of children or staff. This rule also applies to any parent/carer accompanying a school trip.

Volunteers in school should only use their mobile phone within the confines of the school office or staffroom. If volunteers need to be contactable while helping at the school, they are invited to give the school office phone number as a means of contact.

Visitors

Parents and other visitors will be asked to switch their phones to silent mode when attending Acts of Worship, school performances and other events, to minimise disruption. We accept that there may be times when parents/carers wish to use their mobile camera phones to take photographs of their child(ren) during such events. This is acceptable – however, all images taken must be used only for parents' own personal use. Such images should not be shared via social media if they feature anyone other than the parent/carer's own child (for example any other pupil, parent or member of

staff). Permission for parents to take photographs while visiting the school will be kept under review by the Governing Body.