



**ST CHARLES' CATHOLIC**  
**PRIMARY SCHOOL**

**MOBILE PHONE**  
**POLICY**

<b><u>POLICY</u></b>		
AGREED: JUNE 2017	REVIEWED: OCTOBER 2022	NEXT REVIEW: OCTOBER 2024

**Our Mission at St Charles' Catholic Primary School is to...**  
**LOVE, LEARN, GROW TOGETHER**

## **ST CHARLES' CATHOLIC PRIMARY SCHOOL** **MOBILE PHONE POLICY**

### **The purpose and importance of the Mobile Phone Policy**

At St Charles' School we recognise that staff may need to have access to mobile phones on site during the working day. However there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

### **Ensuring the safe and appropriate use of mobile phones**

At St Charles' Catholic Primary School staff may bring in mobile phones for their own personal use. However, they must be kept away from children at all times and are not allowed to be used in the presence of children. During the school day, mobiles are only to be used during break and lunch time, in an appropriate place away from children E.g. in the staff room or empty classroom. This is to avoid any inappropriate allegations being made against staff when using mobile phones. This protocol keeps staff and pupils safe.

Staff must ensure that there is no inappropriate content on their device. Mobile phone technology may not be used to take photographs anywhere within the school or school grounds. There are iPads and iPods for this purpose. Only these should be used to record visual information within the consent criteria guidelines of the local authority and St Charles' Catholic Primary School. Members of staff may only contact a parent/carer on land line school phones or school approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited. Only in emergencies when off site should personal mobile phones be used to contact parents/carers.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in circumstances about which the school has been informed. In such circumstances, the child's phone must be handed in to the school office before school starts and collected from there at the end of the school day. Mobile phones are not permitted on school trips.

### **Use of mobile phones for Volunteers and Visitors**

Upon their initial visit volunteers and visitors are given information regarding the use of mobile phones on the school premises. Volunteers or visitors are not permitted to take photographs or recordings of the children without the Head teacher's permission.