

## **Stroud Valley Community Primary School**

### **Mobile Phones**

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We recognise that mobile phones, including smart phones, are an important part of everyday life however they pose many challenges in a school:

- risks to child protection
- data protection issues
- potential for lesson disruption
- risk of theft, loss, or damage

This policy provides clear guidelines for the use of mobile phones for children, staff, parents and volunteers.

### **Safeguarding**

**Stroud Valley Community Primary School fully recognises its responsibility for safeguarding children and the importance of raising awareness of child protections issues.**

Access to the internet poses potential risks to children and mobile phones often provide instant access to the web.

### **Children**

Mobile phones are not necessary in school; however we recognise that older children who walk home independently may want to bring a mobile phone to school with them.

If a pupil needs to contact his/her parents/carers they are able to use the school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed.

If a mobile phone is brought into school, it must be handed to the office on arrival where it will be kept safely for the duration of the day.

No mobile phones are to be used whilst on school premises. This includes corridors when leaving the building at the end of the day.

If these policy statements are broken the phone will be taken away and kept in the office until a parent is able to come and collect it.

Parents are advised that we accept no liability for the loss or damage to mobile phones which are brought into school.

## Staff

Adults in school do not use their personal mobiles when children are present.

There may be a circumstance in which a member of staff may need to use their phone during contact time; such as

- emergency contact by their child, or their child's school
- emergencies with family member/ partners

If such a circumstance is likely to occur staff will inform the Headteacher.

The school provides staff with a school mobile phones for off site activities including day trips, and residential.

### Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work.

- to use multi-factor authentication
- supervising off-site trips
- supervising residential visits

In these circumstances, staff will:

- use their mobile phones in an appropriate and professional manner
- not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- not use their phone to contact parents/carers. If necessary, contact must be made via the school office

## Parents, Volunteers and Visitors

Visitors to the school are not permitted to use their phones when children are present.

During public events such as school plays attendees are asked to restrict their photo taking to their own children and not to upload to social media sites.

### Policy Review

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|-----------------------------------|--------------|
| Policy Title                      | Mobile Phone |
| Date Policy Ratified by Governors | July 2025    |
| Date for next review              | July 2027    |