



Mobile Phone Policy **2024-25**

Aim

To provide all members of the school community with a clear guideline for the use of mobile phones on school premises.

Adults

Adults who bring a mobile phone to school must keep it in a safe place.

Any adult working with children must not use their mobile phone to contact anyone or answer the phone during that time.

Emergency calls during contact with children must be directed through the school office unless authorised by a senior member of staff.

Misuse of mobile phones on school premises can result in disciplinary action taken by the school.

When members of staff are on school trips or educational visits, mobile phones can be used when necessary to contact the school office or parents out of school hours e.g. residential.

Personal phones and tablets must never be used to photograph or film children.

Staff should report any usage of mobile devices that causes them concern to the Principal.

Staff should not access social media on school devices, or post to social media on personal devices while on the school premises.

All staff MUST ONLY USE THEIR MOBILE IN A CLOSED ROOM WHERE THERE ARE NO CHILDREN PRESENT OR IN THE STAFFROOM. Using your mobile in corridors for any purpose IS NOT ACCEPTABLE.

It is to be acknowledged that members of the Facilities team or Safeguarding team may need to use their academy mobiles in all places of the academy in order to complete their role.

Volunteers and Visitors

Volunteers and Visitors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Pupils

Only pupils that walk to school or home on their own are permitted to bring a mobile phone to school. Pupils that do bring a phone to school should follow this procedure:

1. The pupil takes the phone to the main office as soon as they arrive
2. The phone must be switched off and kept locked away
3. The pupil collected their phone at 3:20 and then takes it home.

Sanctions

Sanctions will be administered if school rules concerning mobile phones are not adhered to. Phones which are not handed into the main office will be confiscated and parents will be contacted.