

# UPPERBY PRIMARY SCHOOL

## MOBILE PHONE POLICY



### School Details

Head teacher:	Mrs P Burns
Designated Safeguarding Lead:	Mrs J Chandler
Deputy Designated Safeguarding Lead(s):	Mrs P Burns/J Chan
Link Governor for Safeguarding:	Mrs C Wilson
Chair of Governors:	Mr W Atkinson
Policy Date:	September 2021
Policy Review Cycle:	Biannual
Next Review Date:	September 2023

### AIMS AND PURPOSES

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. However, we recognise that in Year 5 & 6 mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. A ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils.

If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

### PROCEDURES

Parents of Year 5 & 6 pupils will need to complete the permission form (Appendix 1) and hand this to their child's class teacher. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. A letter will be sent to parents stating our policy if a child asks permission to bring their phone in.

### PUPILS

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone should be given to the office on arrival (between 8.50 and 9.00 and should be collected at 3:15). Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.

### INAPPROPRIATE USE OF A MOBILE PHONE

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Management Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted. The parent/guardian will be contacted by a member of the SMT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff,

taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to a member of the SLT and this will be logged in an appropriate file.

### **STAFF AND GOVERNORS**

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera, this would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team. The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

### **SANCTIONS**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school. On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent, or a phone call made to the parent/carer to inform them of the incident.

On the second infringement the mobile phone would be confiscated by the teacher. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.

On the third infringement the mobile phone would be confiscated by the teacher. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

### **PARENTS AND VISITORS**

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

### **CONCLUSION**

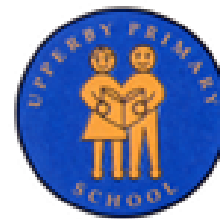
The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

### **REVIEW**

This policy was updated September 2021 and will be reviewed in September 2023.

## APPENDIX A

# Upperby Primary School



Uldale Road, Carlisle, CA2 4JT

Telephone: (01228) 815460

Email: [schooloffice@upperbycdc.org.uk](mailto:schooloffice@upperbycdc.org.uk)

Head Teacher: Mrs J Hodgkins BA (Hons) PGCE

Dear Parent/Carer

### RE: MOBILE PHONE PARENTAL CONSENT

Whilst we would normally discourage children from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen, we recognise that in Year 5 and Year 6, mobile phones may have a part to play in securing pupils' personal safety on journeys to and from school.

We understand that your child will be bringing a mobile phone into school on a regular basis. Therefore, in accordance with our School Mobile Phone Policy (which can be found on our school website), please be reminded that:

1. Your child should switch their mobile phone off before entering the school grounds;
2. Your child needs to pass their phone to their teacher first thing in the morning when they enter class;
3. Their phone should be clearly labelled with their name;
4. The school bears no responsibility for any loss or damage to the mobile phone;
5. Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Please email [homework@upperbycdc.org.uk](mailto:homework@upperbycdc.org.uk) giving permission for your child. (Please note, giving permission indicates that you agree that your child will follow the School Mobile Phone Policy rules above).

Yours sincerely

J Hodgkins  
Head Teacher