ALDERMAN COGAN'S CHURCH OF ENGLAND PRIMARY ACADEMY

MOBILE PHONE POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary Academy offering a comprehensive Christian primary education to families in East Hull.

The school is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically and socially.

This is the context in which this policy is written.

This policy was written in the Spring term 2016, was reviewed in the Spring Term 2019 and will be reviewed again in the Spring Term 2022.

Alderman Cogan's CE Primary Academy

MOBILE PHONE POLICY

Alderman Cogan's CE Primary Academy is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

This policy applies to all staff, children, visitors and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A mobile phone will be carried to sporting fixtures away from school or on an educational visit for contacting parents or school in the event of an emergency.

Children

- Pupils are not permitted to have mobile phones at school or on trips.
- If in the event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school the phone must be handed in, switched off, to the admin office on arrival at school and collected from the office as the child leaves the site (the phone is left at the owner's own risk).

- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.
- If a pupil needs to contact his/her parents/carers 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.

Inappropriate use of a mobile phone

- If a pupil is found using a mobile phone on the school site, for example accessing the internet, taking photographs or video footage, this will be regarded as a serious offence and a member of the Senior Leadership Team will be involved from the outset.
- The phone will be confiscated and must be collected by the parent/carer.
- The parent/carer will be contacted by a member of the SLT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.
- If a pupil uses a phone for a second time, after parents have been informed of the first incident, then the right to have the phone on school premises will be removed.

Visitors and parents/carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting near children. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children. The exception to this is when children are involved in a 'public event' such as a performance or sports day, where the phone can be used to take photographs / videos if a school photography agreement has been signed.

Exceptional circumstances

This is an extended site and it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.

VISITORS/PARENTS/CARERS

IMPORTANT

SAFEGUARDING NOTICE

Please DO NOT use your mobile phone in the presence of our children.

Exception: public performances where a school photo agreement has been signed.