



Fairway  
Primary  
School

## Mobile Phone Policy

Member of staff responsible:	Alison White
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## SCHOOL ETHOS/ AIMS

### Our School Ethos

We want all members of the school community to aspire to the Fairway Standard

'To be better than you have ever been before'

At Fairway we work to ensure:

Everyone is **RESPONSIBLE**

Everyone is **AMBITIOUS**

Everyone is **INDIVIDUAL**

Everyone is an **EXPLORER**

A school where every child has the chance to shine and is prepared for a future of possibilities.

At Fairway we feel that the school should provide the foundation and opportunities for the children in our care to become well rounded and capable individual members of a society which continually evolves and develops.

When children leave Fairway we want them to be independent learners and thinkers with a range of skills and talents. We can only do this by striving to provide an environment for learning in which children are able to maximise their potential academically, socially, physically and emotionally. Within this we strive to provide a curriculum which is broad based, exciting and creative. We aim to be a school where children are taught, knowledge, skills and develop positive attitudes to learning and to others. Where children become self-confident learners with a love for learning which will stay with them for life.

### School Aims

These aims are a general statement of intent and represent the ideals towards which the school will strive. They make a point of reference for staff when planning any activity.

We as a school aim to ensure that all members of our school community:

- Foster and maintain an ethos which is supportive to all members of the school community, irrespective of ability, gender, ethnic or social background and which ensures that all feel valued and cared for.
- Work collaboratively providing the best possible social, academic and cultural development for our children.
- Recognises the importance of high academic attainment and the importance of striving for highest possible standards.
- Understand and communicate the importance of citizenship.
- Work together to provide a safe, secure environment to work in.
- Develop a curriculum which is broad, relevant and exciting.
- Provide an education which strives to give children a voice and who are active learners in a stimulating environment.
- Learn about the world and our locality which is ethnically and culturally diverse.
- Recognise the integral part ICT plays in our daily lives.
- Where health and health education is developed consistently throughout school.
- Where parents are partners in the education process and where the school values the opinions of all stakeholders.

We want the children in our care to:

- Want to be at our school, developing into independent learners who are adaptable, questioning, curious and confident in their own ability to achieve their full potential.
- Emotionally literate, recognising a shared moral code and acting accordingly.
- Be tolerant of others recognising the uniqueness of individuals and respecting others.
- Feel valued, are happy and inspired, experiencing success and willing to take risks confidently learning from failure.
- Develop a positive work ethos. Children should be encouraged to acquire and hone academic, aesthetic and individual skills which maximise their achievements and ensure they take a pride in themselves and their school.
- Develop a respect and a tolerance for all religious, moral and cultural values including having a regard to the wider community.
- Have a voice and a feeling of ownership of the school which leads them to act responsibly towards the school environment and those who work within it.
- Develop into confident and assertive individuals who work together well.
- Develop a sense of discipline and good behaviour, leading to acceptable standards of interaction with both adults and peers becoming cooperative and responsible individuals.

## **INTRODUCTION**

At Fairway Primary School we recognise that mobile phones, including smart phones, are a part of our society.

We recognise that Staff, Parents, Carers and children as well as the wider school community use these as part of their daily lives.

## **AIMS OF POLICY**

Our policy aims to:

- Promote and encourage safe and responsible use of mobile devices.
- Set clear guidelines for the use of mobile phones for children, staff, parents/ carers and the wider community.
- Ensure that safeguarding of our children and staff is paramount at all times.

## **ROLES AND RESPONSIBILITIES**

### *STAFF*

The whole staff team are responsible for ensuring this policy is adhered to at all times. If volunteers or visiting staff in school must inform a member of the Fairway staff team if they witness or are aware of a breach in this policy.

### *GOVERNORS*

Governors will be involved in monitoring and reviewing this policy every two years.

## **USE OF PERSONAL MOBILE PHONES BY ADULTS IN SCHOOL**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room.

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Staff who feel this is the case should speak to the Headteacher who will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. (This is further covered in the Staff Acceptable Use Policy)

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

## **USE OF PERSONAL MOBILE PHONES FOR WORK PURPOSES**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations.
- 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.
- Refrain from using their phones to contact parents/ carers. If necessary, contact must be made via the school office.

## **DISCIPLINARY ACTION**

A failure to comply with this policy may result in disciplinary action being taken.

## **USE OF MOBILE PHONES BY CHILDREN**

At Fairway Primary School we recognise the need for some children to bring mobile phones to school. Primarily this is for older children who may be travelling to and from schools by themselves.

Any children who bring mobile phones to school should firstly turn them off and then hand them into their teacher for safe keeping. At the end of the school day phones will be returned to the children. Children should not turn these on before they have reached the pedestrian gate, this will ensure no photographs or film footage of other children is taken whilst on school premises.

Children will not be allowed to take mobile phones on any school trips or residential.

If parents/ carers wish their child to bring a mobile phone to school they and their child must sign the school agreement. (See APPENDIX 1)

## **SANCTIONS**

On the first occasion of a child being found to have not followed this policy their parent/ carer will be notified. A copy of the policy will be resend for information purposes. The parent/ carer will be asked to go through the policy with their child reinforcing the school expectations.

If a child is found to have not followed the policy on another occasion their phone will be confiscated and the child's parent/ carer will be contacted to come and pick up the phone from school.

### It is important to note:

School staff have the power to search pupils' phones, as set out in the DfE's Guidance on Searching, Screening and Confiscation.

The DfE guidance allows the school staff under the direction of the Headteacher to search a pupil's phone if it is believed the phone has been or is being used to commit an offence or cause personal injury. If this is found to be the case, parents/ carers would be notified and appropriate action taken including involving other agencies.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## **USE OF MOBILE PHONES BY PARENTS/ CARERS, VOLUNTEERS AND VISITORS**

All parents/ carers, volunteers and visitors will be asked to follow this policy as it relates to staff if they are on site during the school day.

This means:

- Not taking pictures or recordings of children, unless it's a public event (such as a school fair)
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with children.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone in front of the children.
- Use their phone to make contact with other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## **LOSS, THEFT OR DAMAGE TO MOBILE PHONES**

Children bringing phones to school must ensure that phones are appropriately labelled, switched off and are handed in at the school to be stored securely at the start of the school day.

All mobile phones that are brought onto the school premises must be secure as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Staff must also secure their personal phones.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.



# Fairway Primary School

## CONTRACT FOR MOBILE PHONE BY CHILDREN

I agree to adhere to the Mobile Phone Policy at Fairway Primary School. I understand that I must follow the statements below.

1. Your mobile phone should be clearly labelled with your name and class.
2. I will switch my phone off when entering school premises and not turn it back on until I reach the pedestrian gate.
3. I must hand my mobile phone in to my class teacher each morning who will securely store it throughout the day.
4. I must not take photos or recordings (either video or audio) of school staff or other pupils whilst on school premises.
5. I must avoid sharing my contact details with people I don't know, and I must not share other people's contact details without their consent.
6. I must not share my phone's passwords or access codes with anyone else.
7. I must not use my mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. I must not use my mobile phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. I must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the mobile phone policy and will be dealt with accordingly.

I understand that if I do not comply with this policy that my mobile phone can be confiscated and my parents/ carers will be notified. If I do not follow the rules for a second time, my phone will be confiscated and my parent/ carer will be asked to collect my phone from school.

As a parent/carer I understand that I must support school in ensuring my child adheres to the points set out in this policy. I understand that the school has the right to confiscate a phone. I also understand that school staff have the power to search my child's phones, as set out in the DfE's Guidance on Searching, Screening and Confiscation.

I understand that the DfE guidance allows school staff under the direction of the Headteacher to search a pupil's phone if it is believed the phone has been or is being used to commit an offence or cause personal injury. If this is found to be the case, I would be notified and understand that appropriate action will be taken including involving other agencies.

### AGREEMENT

Child's Name	
Year Group	
Signature of Child	
Signature of Parent/ Carer	
Date	