



Leicester Preparatory School

*Mobile Phone
Policy*

Last Reviewed: July 2017

Next Review Due: May 2018

MOBILE PHONE POLICY

Introduction

In Leicester Preparatory School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- Child Protection policy
- Pastoral Care policy
- Staff Code of Conduct
- Educational Visits
- Use of Images policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the Headmaster
 - the phone must be handed in , switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time(the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected from the Office by the parent.

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 (eg. acutely sick relative), the member of staff will have made the Headmaster 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 (eg. 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 school mobile will be carried to sporting fixtures away from school or on an educational visit for taking photographs of the activity or for contacting parents in the event of an emergency.
- In the event of an emergency/unplanned school closure (ie. snow closure or a heating failure) the school mobile may be used to send a text message. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.

- Mobile phones must never be used to take photographs in the school building or grounds.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.