



*Leicester Preparatory School*

*Mobile Phone  
Policy*

*Date of last review: November 2018  
Next review due: November 2019*

## **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.

### **Aims**

The policy aims to :

- Ensure that there is clear and shared understanding of and adherence to its principles of by all staff and visitors.
- Raise the awareness of all staff (including students on placement and volunteers) of the crucial role of safeguarding in all areas of school life
- Alert staff members to the potential for predatory behaviour in a range of contexts through various means and ensure increased vigilance
- Secure an environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes
- Make sure that children receive the undivided attention of adults at all time

### **Key principles which underpin this policy**

- Every child has a right to be valued as an individual and treated with dignity and respect
- The safeguarding of children is of paramount importance
- All children have a fundamental right to be protected from harm
- Every staff member is accountable for the safeguarding of our children

### **Related policies**

- Child Protection policy
- Staff Code of Conduct
- Educational Visits

### **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 school 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.

### **Mobile phones – Staff – acceptable use**

At Leicester Preparatory School we recognise that mobile phones play an important part in the lives of a significant majority of adults and, when used as they are intended, can have substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children's right to dignity privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with children.

- 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 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, during break times, at either end of the school day when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time. The school mobile/kindles/Ipads are to be used for the taking of photographs and posting on class dojo.
- Personal mobile phones must not be used to take photos of children except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- 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 (eg 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.**