



Brotherton & Byram Community Primary Academy Mobile Phone Policy

Signed:

Date: **March 2024**

Review Date: **March 2027**

Review Period: **Every 3 years**

Aim of this Policy

Wherever possible we would ask that parents 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 Years 5 and 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.

Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/carers they should go to the school office and a member of the office staff will contact the parent/carer. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly to the class teacher and pupil. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

Objectives

Parents of Year 5 and 6 pupils will need to complete the permission form and hand this in to the school office. With consideration to this, it is to be made clear to parents that where they have 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. The phone will be stored securely in the school office until it is collected by the pupil at the end of the day. Children will sign when they have given their phone to the school office and when they collect it.

Pupils

If 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, excursions or sports). The phone should be given to a member of the office staff upon arrival at school and can be collected at 3.15pm, the end of the school day, or 4.15pm after after school clubs or on Thursdays after Enrichment. Under no circumstances should there be access to phones during the school day or should phones be left in pupils' bags, coats or folders. Once the phone is handed in to the school office it will be recorded on the mobile phone log and the pupil will sign to say they have collected it at the end of the school day.

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 Leadership Team will 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/carer will be contacted by a member of the Senior Leadership Team. If this is not possible, then a letter will be sent notifying the parent/carer 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.

Staff and Governors

Staff should have phones off and in a secure place within school away from pupils (preferably in the staff stock cupboard in classrooms, locked away in a drawer in the admin office or in the staff room). Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children. It may be necessary to use personal phones in emergencies during 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. The school mobile phone should be taken on these events and should be used instead of personal mobiles. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school iPad; 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 – it would be preferable for staff to use the staff room when checking for or making calls.

In cases of emergency, staff should speak to a member of the Senior Leadership Team. The above applies to all aspects of the school, including out of hours provision (e.g. after school 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 to the parent/carer to inform them of the incident. On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. 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 office team. The incident will be recorded. On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. 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 phone to school.

Parents and Visitors

Parents and visitors will be asked to turn phones off and leave in a secure place (classroom cupboard/main office) 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. Parents are not allowed to use their phones/take photographs on the school premises, including the playground, at any other point during the day.

Conclusion

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



Brotherton & Byram Primary Academy Mobile Phone Permission Form

Name of Pupil	
Year Group	
Description of Mobile Phone i.e make, colour, case details.	

I/we the parent/carers agree to the pupil named above bringing their mobile phone on to the school premises. I accept the terms and conditions as laid out in the mobile phone policy and accept that if my child brings a mobile phone to school they do so entirely at their own risk. I acknowledge the school accepts no responsibility for any loss or damage whilst the device is on school premises. I agree that the mobile phone will be collected by my child at the end of the day.

Signed: _____parent/carers

Print Name: _____

Date: _____