



Mobile Phone Policy

April 2021 – Updated January 2023

Deerpark Primary School appreciates that some parents/carers wish their child(ren) to have a mobile phone for safety purposes for the journey to and from school.

Mobile Phones - Pupils

- The school does not accept responsibility if a mobile phone gets lost or damaged.
- Within the school hours of 9.00am till 3.00pm phones should be switched off, handed to the class teacher and kept in a secure location (the phone is left at the owner's own risk).
- Any mobile phone on view anywhere within these times will be confiscated and held for safekeeping in the office until close of school at 3.00pm.
- Misuse will result in parents/carers being contacted to discuss options.
- In an emergency within the school day pupils always have access to a telephone in the school office.
- Likewise, parents/carers should contact the school during the school day if they have an urgent message which will then be passed to the child.

Mobile Phones - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- If there is an emergency situation which arises out with the classroom (e.g. school grounds/trips) staff can use their mobile phone to contact a member of the Senior Leadership Team if a radio is unavailable.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

The policy will be reviewed during session 2023-24.