

MOBILE PHONE POLICY

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit:**

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities; help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:
Become responsible and confident citizens; make a positive difference; commit to charitable endeavours; become effective contributors towards Britain's future.

Reviewed by	Position	Signature
Afsana Khanam	Deputy Head / DSL	<i>A.Khanam</i>
Sabina Yesmin	Safeguarding Governor	<i>S.Yesmin</i>

Reviewed: January 2023
Next review date: January 2026

Mobile Phone Policy for staff, visitors, volunteers, parents and pupils

This policy provides clear guidance on the use of mobile phones in school by staff, pupils visitors, parents and volunteers.

Introduction

Date Palm Primary has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff policy

Staff use of mobile phones during their working day should be:

- Only used in the staff kitchen, office or outside school premises during lunch break or PPA.
- Discreet and appropriate e.g. not in the presence of pupils. Mobile phones should be switched off and left in lockers during lesson times.

The school cannot take responsibility for items that are lost or stolen. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

Members of management will be allocated school mobile phones for use in school.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

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The above information is shared with new staff members as part of the induction process.

Parent, Visitors or Volunteers in School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children. Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff kitchen or office. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Parents/Guardians who enter the school premises are not permitted to use their mobile phones. Posters are displayed around the school as a reminder. **Any parent/guardian who enters the school to attend a meeting will hand their phone over to the admin team.**

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Date Palm Primary discourages pupils bringing mobile phones to school due to the potential issues raised above. Due to this we will only authorise a simple mobile phone without a camera to be brought into school. When a child needs to bring a phone into school, a permission slip (Appendix A) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Parents are advised that Date Palm accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior member of staff. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior member of staff. (Please see more guidance on sexting in our child protection policy). Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via telephone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and E-safety policies.



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PRIMARY

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APPENDIX A

Mobile Phone Parental Consent Form

Dear Parent/Carer,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis under exceptional circumstances, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Yours sincerely

Sharifa Khatun

Head teacher

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MOBILE PHONE PARENTAL CONSENT



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I/we give permission for our child (name) in Year
..... to bring their mobile phone into school. We have read the policy and understand
its implications

Name..... Signed..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.