



ALMOND HILL JUNIOR SCHOOL  
GOVERNING BODY

MOBILE PHONE POLICY

FULL GOVERNING BODY	MARCH 2019
DATE FOR REVIEW	MARCH 2020

# **ALMOND HILL JUNIOR SCHOOL MOBILE PHONE POLICY FOR EMPLOYEES IN SCHOOLS**

The Governing Body understand that mobile phones are used as part of everyday life but recognise their use within school needs to be restricted to avoid interruption within the school environment and any misuse.

## **Staff**

Staff are expected to keep mobile phones turned off within class teaching times and restrict personal use in break times to appropriate areas of the school. It is preferable for staff not to bring a mobile phone to any school meetings. If it is necessary for emergency contact, then staff should have the phone on silent.

## **Pupils**

Governors give permission for pupils in Years 5 and 6 to bring a mobile phone to school if parents believe they support their child's personal safety when walking to and from school independently. Pupils are expected to turn phones off on entering school. Phones will be kept in a box in classrooms and collected by pupils at the end of the school day. The school does not accept any responsibility for loss or damage. The school does not allow pupils to carry mobile phones on trips or visits including residential visits. Under no circumstances should pupils use their mobile phones to take pictures whilst on school premises or on their way to and from school.

## **Visitors**

Entering the school, visitors are made aware of our mobile phone policy. They are asked to turn their phones to silent and not to use them in teaching areas of the school.

## **Parents**

We prefer parents not to use their phones on school premises.

## **Monitoring**

Staff will follow Online Safety and Code of Conduct policies in use of mobile phones. Any report of misuse of mobile phones will be recorded and followed up in line with school safeguarding procedures.

March 19