

Tweedmouth West First School

*R*espect *R*esponsibility *R*esilience

Mobile Phone Policy

1. The school does not permit pupils to bring mobile phones to schools on the grounds that they are valuable and may be lost or stolen. Children who require a mobile phone in school for individual personal circumstances must receive permission from the head teacher.
2. Where a school pupil is found by a member of staff to be using a mobile phone during school time, for any purpose, the phone will be confiscated from the pupil and returned only to the parent, guardian or carer.
3. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.
4. Staff are not permitted to use mobile phones whilst carrying out any duty that involves supervision or contact with children (with the exception of trips and visits where there use is permitted to facilitate the health and safety of the members of the party).
5. Staff are only permitted to use their mobile phone during breaks, and phones should be on silent at **all** other times.
6. Staff are not permitted to take photographs or video footage of children on their mobile phone at any time.
7. This policy applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers.).
8. During outdoor learning days, staff are permitted to take their mobile phone into the field, however it must only be used to contact the school in an emergency.

The Mobile Phone Policy and its implementation will be reviewed annually.

The Mobile Phone Policy was written by our ICT Coordinator and e-safety Co-ordinator in **July 2017**

Review date: July 2018