



The Thomas Adams School

Policy Statement

Staff and Student Mobile Phones

Updated February 2019

Reviewed by Governors

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Thomas Adams School Mobile Phone Policy

The purpose and Importance of our Staff Mobile Phone Policy

Thomas Adams School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

Ensuring the Safe and Appropriate Use of Mobile Phones

Thomas Adams School allows staff to bring in mobile phones for their own personal use. However, they must be kept away at all times and are now allowed to be used in the classrooms, pupil toilets, changing rooms, corridors or areas with pupils present at any time. If staff fail to follow this guidance, this should be reported to Mr G Sterry, Deputy Headteacher, who will decide if disciplinary action should be taken.

If staff need to make an emergency call, they must do so in the Staffroom or in an office. Senior staff may need to use mobile phones around the school in order to respond to staff and pupil issues in a timely way. This is at the Headteacher's discretion.

Staff must ensure that there is no inappropriate or illegal content on the device. Mobile phone technology may not be used to take photographs or video footage anywhere within school unless using a school approved device and should only be used to record visual information within the consent criteria guidelines of the local authority and the setting. You need to check that the students are not on our central list of those for whom photographs are banned. There are digital cameras available within the school and it is preferable that these are used to record visual information.

Members of staff may only contact a parent/carer on school approved telephones.

When children undertake a school trip or journey, mobile phone use by adult leaders whilst on duty should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

The Headteacher and authorised staff can search for any item in line with the school's behaviour policy.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use a school office or the staffroom phone or personal mobile phone within the confines of the school office.

Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Headteacher's permission.

Mobile Phones - Students

- Mobile phones must be switched off and in bags as soon as students enter the school grounds.
- Students are not allowed to use mobile phones at any time during the school day. If there are circumstances where parents need to contact their child then they must ring reception to get a message passed on to them. If there is an urgent reason why a student needs to check or use their mobile, they must do so in the Pastoral area, asking permission of the staff there.

Principles to manage the use of mobile phones in school and stages of escalation:

1. On first occasion, verbal warning will be issued to the pupil and phone will be confiscated until the end of the school day.
2. On second occasion, telephone notification to be sent to pupil's parent/carer regarding inappropriate use of mobile phone; the phone will only be returned to a parent/carer.
3. For all subsequent offences, parents/carers will be notified and they will need to collect the telephone.
4. For repeat offenses isolation/fixed term exclusion may be applied.

NB: If students have mobile phones/headphones out during school time the devices will be confiscated, returned to the student at the end of the day in the first instance but parents/carers will need to collect them thereafter. This is to support a more positive learning attitude around the school. We do not set out to inconvenience parents but will enforce this policy so ask that parents discuss this fully with their children so that they take full responsibility for their actions.