

# Sunning Hill Primary School



## Mobile Phone Policy

February 2024

*Governing Body Review date: February 2026*

***Related Policies:** Online Safety Policy, Social Media Policy,  
Safeguarding and Child Protection Policy*

## MOBILE PHONE POLICY

### **Rationale:**

The school recognises that many parents allow or encourage their children to have mobile phones for security reasons and to enable easy communication. The school also recognises that mobile phones may cause disruption to the school day and can lead to inappropriate use of technology. For this reason the school does not permit the use of mobile phones by students within school.

This policy outlines how we make this possible at Sunning Hill.

### **Guidance:**

Pupils are not permitted to bring mobile phones into school and if they are brought into school in contravention of this rule, the school accepts no responsibility for any loss or damage whilst the phone is on school premises.

In exceptional circumstances, a parent may request that a mobile phone is looked after for the day by the school office. In such cases, parents may hand the phone to the office for collection at home time or send the phone into school with a child and an accompanying letter requesting that the phone is looked after. After collection, the phone must not be used within the school grounds.

Where a school pupil is found by a member of staff to have or to be using a mobile phone for any purpose, the phone will be confiscated from the pupil and returned only to the parent, guardian or carer.

Teaching staff are not normally permitted to use mobile phones for personal use 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).

Staff may on occasion use their phone or personal device to take photos of events (e.g. at a sports competition) but these images must be deleted once they have been used for school purposes.

**Photos must never be taken by staff on personal devices for personal use.**

In certain circumstances, permission may be granted by the Headteacher to permit staff to have access to their phone during working hours.

This policy applies to all aspects of the school, including out of hours provision (e.g. clubs run by staff and outside providers).

The school will treat breaches of this policy as they would treat any other breach of school rules in line with the staff discipline policy.

*Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual basis.*