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|---------------|--------------------------|------------|----------|-------------|----------------|---|
| SUAT Policy   | Mobile Phone             |            |          |             |                |   |
| LGCS Appendix | LGCS Mobile Phone Policy |            |          |             |                |   |
| Approved by   | CEO/LAC                  | Issue Date | Mar 2020 | Review Date | Mar 2023       |   |
| Audience      | Trustees                 | ✓          | Staff    | ✓           | Pupils         | ✓ |
|               | Local Academy Council    | ✓          | Parents  | ✓           | General Public | ✓ |

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

This document indicates the specific practices and/ procedures that are used in LGCS with regard to the SUAT Mobile Phone Policy.

#### Introduction

In Littleton Green Community School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

#### Related policies

- Safeguarding policy
- Staff Code of Conduct

#### Use of mobile phones

##### Pupils

Pupils are not permitted to have mobile phones at school or on trips. If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact them after school:

- The phone must be handed in , switched off, to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Phones will be stored securely in a locked cupboard in the school office.
- Any child found using a phone on school grounds will have their phone confiscated, and it must be collected by the child's parent/ carer.
- Mobile phones brought to school without permission will be confiscated and must be collected by the child's parent/ carer.

##### Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time/contracted hours. If there are extreme circumstances (e.g. acutely sick relative), the member of staff will have made the Headteacher aware of this and can have their phone to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, locker) at all times during contracted hours
- Calls/ texts must be made/ received in private during non-contact time.
- Personal phones must never be used to take photographs of children in the school building/grounds or whilst on school visits.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure), the school texting service will be used to send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number.

##### Parents & other visitors:

- Visitors are only allowed to use mobile phones in the school building in designated areas away from the children.
- Mobile phones must never be used to take photographs in the school building or grounds.
- All visitors must sign to say that they confirm to these conditions before entering school