

SUAT Policy	Mobile Phone					
LGCS Appendix	LGCS Mobile Phone and Smart Watch Policy					
Approved by	CEO/LAC	Issue Date	Oct 2023	Review Date	Oct 2026	
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. In the LGCS policy mobile phone/smart watches/ iPads are all linked under the term “mobile devices”.

Introduction

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

Related policies

- Safeguarding policy
- E-Safety policy
- Staff Code of Conduct

Use of mobile phones and Smart Watches

Pupils

Pupils are not permitted to have mobile devices at school or on trips. If in the rare event of a parent wishing for his/her child to bring a mobile device 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 devices brought to school without permission will be confiscated and must be collected by the child’s parent/ carer.
- Smart watches should not be brought to school, they may be valuable and could be lost or stolen. Where a pupil is found to be in unauthorised possession of a mobile devices/smart watch, the phone/watch will be confiscated by the Headteacher, locked away in the school safe and returned only to the parent/carers.

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.
- Any staff wishing to use their mobile device must use the mobile device zones within school. These are located in the staffroom and office spaces. Under no circumstance should calls or texts be made within the learning environments.
- 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.
- Smart watches can be worn during the school day however the camera, messaging and call services must be disabled.
- 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.

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Parents:

- Parents must have their phones on 'silent' or switched off during their time in school.
- Parents may not make or receive calls during sessions within the school site. If there are extreme circumstances (e.g. acutely sick relative), the parent will be asked to use the mobile device zones within school or leave the premises to take the call.
- Under no circumstance should calls or texts be made within the learning environments.
- When dropping off and collecting children, parents must keep their mobile devices out of sight and wait until they leave the school site to use any device.

Other visitors:

- Visitors are only allowed to use mobile devices/smart watches in the school building in designated mobile device zones away from the children.
- Mobile devices/smart watches 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 on VPass (Visitor management system).