

BURTON MANOR PRIMARY SCHOOL

MOBILE PHONE POLICY



Reviewed: Summer 2017

Next Review: Summer 2019

The use of mobile phones is part of society so this policy outlines the permissible use of them (or any other item with a camera facility) by staff and visitors at Burton Manor Primary.

Pupils

- Pupils in Y5&6 are to hand in their mobile phones to the class teacher who will keep them safe till the end of the day when they can collect them. Any other child who needs to bring one will hand the phone in at the school office for safe keeping during the day.

Staff

- Those that work within EYFS to have their phones locked in a cupboard so that there is no possibility of use of them when the children are present.
- Those that work within KS1 and KS2 to have them in a secure drawer or handbag turned to silent.
- Dinner supervisors are to leave mobile phones at Reception so they do not have them when working with the children.
- Cleaners are to leave their mobile phones at Reception so they do not have them whilst working with children present in the before and after school club.
- Mobile phones are to be consulted only during break times when there are no children present.

Visitors Signing In

- All will be asked to leave their mobile phones in their car or with reception whilst on the premises, in case it is needed for consultation ie diary facility.
- There will be no exception with the governors leading by example.

Parents/Guardians

- They will be able to keep them when attending school events but will be reminded of the governors' decision regarding use of photos and videos. *'To inform parents that they are only permitted to upload pictures and videos of their **own children** onto networking sites, or distribute in any other public environment. **No other children must be identifiable.** Parents not complying with this notice will have all permissions to take pictures and videos withdrawn.'*
- If you are on school premises for an appointment with a member of staff you will be required to leave your mobile phone at the school office until you leave.