

Highters Heath Community School Mobile Phone Policy



[Rights Respecting Schools' Article/s](#)

Legislation and guidance

This policy refers to:

A3: *The best interests of the child must be a top priority in all things that affect children.*

A28 : *Each child has the right to an education.*

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Aims and purposes

Parents should discourage pupils from bringing mobile phones into school as they are valuable and have the potential to be lost or stolen.

At Highters Heath Community School we however recognise, that for some pupils in Year 6, mobile phones may have a part to play in securing pupils' personal safety if they either walk to school on their own or walk home on their own. Our expectation is that in all other year groups, pupils are brought and collected by an adult or responsible person each day, hence a pupil mobile phone will not be permitted.

If a pupil needs to contact their parents/carers during the school day, they will be allowed to use a school phone. If parents need to contact children urgently during the school day, they should phone the school office and a message will be relayed promptly.

Under no circumstances will any pupils be allowed to use their mobile phones during the school day or to take mobile phones on school trips. If this was allowed, these would create a distraction to pupils which would prevent pupils achieving their potential in class.

Procedures

All pupil phones should be switched off on entry to the school grounds and should not be used in the playgrounds before the school doors open in the morning. This is for safeguarding reasons. Year 6 pupils who have a phone should take this immediately to the school office where it will be stored until the end of the school day. Under no circumstances will there be access to phones during the school day and these should not be left in pupils' bags or coats. Failure to hand in mobile phones or any resulting inappropriate use of these on school grounds will result in elements of the school's discipline policy being followed.

At the end of the school day, pupils will need to collect their phone by walking around school to the front of the school office. If a child has an after school club only, they may collect their phone directly from back of the school office at the end of the school day.

Any child who brings a mobile phone to school does so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Inappropriate use of a mobile phone

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the senior leadership team. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone will be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

Sanctions

The school discipline policy will be followed for breaches of this policy by pupils. Pupils who infringe this policy may also not be allowed to bring their mobile phone into school.

Staff

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence, these may only be taken on a designated school device.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of a

member of staff needing to keep their phone on during the school day, they should seek permission for this from the Headteacher or Deputy Headteacher.

Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. Parents will be reminded that these videos are for personal use and should not be displayed on social media platforms.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

Policy review date

Review as required.