



**Kilby St Mary's  
C of E (Aided)  
Primary School**

**Keeping Children Safe in Education  
Mobile Phone Policy**

## **Mobile Phone Policy (non statutory)**

At Kilby St Mary's Primary School, the welfare and well being of our pupils is paramount. This policy has been drawn up to provide clear guidance on the use of mobile phones in school by both staff and pupils.

### **PUPILS**

We fully acknowledge a parent/ carer's rights to allow a child to bring a mobile phone to school if they walk to and from school without adult supervision, Kilby St Mary's Primary School DISCOURAGES pupils from bringing mobile phones to school due to potential issues.

When a child needs to bring a phone into school, a permission slip must be signed by parent/ carer and the phone must be left in the school office before the start of the day and collected after the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents/ carers are advised that Kilby St Mary's accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day along with a letter requesting a permission slip be returned the next day.

If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents/ carers should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents/ carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

This policy supports the Health & Safety, Anti bullying, Child Protection & Safeguarding and ESafety policies.

## **PARENTS/ CARERS**

Mobile phones MUST BE SWITCHED off when visiting Kilby St Mary's Primary School.

The only exception to this ruling is around performances. Currently, Governors authorise the use of mobile phones to photograph their children when:

- Parents/ carers have been invited to attend a school performance
- Parents/ carers have signed ESafety notice assuring school that all images of their children will only be used privately and never on social media.
- Parents visiting Kilby St Mary's Primary School will be provided with an information slip for visitors (appendix 2).

## **STAFF**

Staff use of mobile phones during the working day should be:

1. Out of directed teaching time and away from the classroom
2. Discreet and in a private enclosed space away from pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

- Staff should never contact pupils or parents/ carers from their personal mobile phone or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.
- Staff should never send or accept from colleagues, texts or images that could be viewed inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph/ film a pupil or allow themselves to be photographed. This guidance will safeguard members of staff and the school.
- Staff should understand that failure to comply with this policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Dear Parent/ Carer,

In accordance with our mobile phone policy, if your child must bring in a mobile phone to school, please could you sign the form below to give your permission for your child to do this and remind them of the school policy.

- Your child needs to bring their phone to the front office first thing in the morning **before 8.50am**. They should be collected **after 3.20pm**.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child’s phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you  
Yours sincerely,

*P.E.Denney*

P.E.Denney  
Headteacher

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**MOBILE PHONE PARENTAL CONSENT**

1/ we give permission for our child..... in YR .....  
to bring their mobile phone into school.

We have read the policy and understood its implications

Signed ..... Date .....

Please return permission slip to the school office,  
Thank you.

**Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the office/foyer or school entrance.
- Do not take photos or recordings of pupils (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with pupils.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

**Declaration form where images to be taken by  
parents/family/friends in Leicestershire County Council Schools**

**Declaration**

I hereby declare that any photographs or video film taken by myself at school events will be solely for the individual family's use and will not be distributed more widely.

Name of Child/Young Person: .....

Date of Birth: .....

School: .....  
.....

Parent/Guardian's Signature: .....

Date: .....

Parents/Guardian's Full Name: .....

Address: .....  
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