



# Mobile Phone Policy

2024-2025

Review Date: September 2025

## Introduction

At the Valour Multi Academy Trust, 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

- ❖ Child Protection policy
- ❖ Pastoral Care policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits

## 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 the parent after school. The phone must be switched off, handed in to the teacher and placed in the phone bag that will be kept in the school office.

### Staff:

- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the head teacher aware of this and can have their phone in case of having to receive an emergency call.

- 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 (ie. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstances using Teachers2Parents. It is therefore imperative that parents supply school with at least one up-to-date mobile number.

Parents & other visitors:

- All visitors in to school who are working with children, must hand in their mobile phones at the school office and retrieve them when leaving the building.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

Katie Morren

February 2024