

**Introduction**

At Marish Academy Trust, we recognise the practical uses of mobile phones for staff and, in certain circumstances, for students. Our priority, however, is on maintaining high standards of child protection and so the benefits of their use must be balanced with our efforts to keep our students safe. Visitors to the school are also asked to adhere to the following expectations.

**Staff use of mobile phones in school**

Mobile phones should not be used in classrooms or any areas of the school which are accessible to students. This includes using other functions of a mobile phone, such as the calculator, camera, music player or Internet. Mobile phones should be set to silent or vibrate and locked away during class time. In exceptional circumstances, where there is a matter of urgent concern, such as a sick child or hospitalised relative, permission to carry a mobile phone, set to vibrate, may be given by the line manager. If permission is granted, a staff member needing to take an emergency call during class time must leave the classroom to do so and ensure that the class is appropriately supervised. If staff members wish to use their mobile phone during break or PPA time, they must do so only in areas of the school that children do not access. Staff members, who use mobile phones in a way not sanctioned by this policy, may face disciplinary action.

Where the on-going use of mobile phones is a part of a staff member's duties, such as on the mini-bus or for caretakers, it is appropriate for those staff members to use their phones to carry out their duties, even in the presence of children.

**Staff use of mobile phones on school trips**

It is important that staff accompanying students on school trips have mobile phones to contact other staff members on the trip. In this case, it is appropriate to carry and use mobile phones for this purpose only. While on school trips, staff members should not use their phones to take photos or videos, even if they are not of the children, or to access the Internet or play music. Where students attend overnight trips with the school, school staff will maintain contact with parents via the school as necessary.

**Student use of mobile phones**

Children may only bring a mobile phone onto school premises for the purpose of maintaining their safety if travelling to or from school on their own. This applies only to students in years 5 and 6, who have parents' written permission to travel home from school unaccompanied and carry a mobile phone. The mobile phone must be handed in to the office as soon as the student arrives at school, where it will be checked against the list of children with permission and stored securely. The school will not accept any responsibility for loss of or damage to a mobile phone brought to school against this policy. Any mobile phones discovered to have been brought into the school and not handed in will be confiscated immediately. Parents will be asked to collect the mobile phone from the head teacher. No child should bring a mobile phone on any school outing or journey and, if they are discovered with one, it will be confiscated.