

Radnor Primary School

Ysgol Gynradd Radnor



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Mobile Phone Policy

May 2024

The United Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's rights but also model rights and respect in all relationships. This policy is linked to:

Article 16: Your right to privacy

Article 19: You should not be harmed and should be looked after and kept safe.

Article 36: You should be protected from doing things that could harm you.



Healthy

Respectful

Inclusive

Resilient

Kind

Eco-
friendly

Headteacher:	Mrs Louise Williams
Chair of Governors	Mr Matthew Downes

Owned by:	Governing Body of Radnor Primary School
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Created/Revision Date	Version	Description of revision	Signed by Chair of Governors	Date approved by the Governing Body
May 2024	1.0	Policy Created		19 th June 2024

Introduction and Aims

At Radnor Primary School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

Our aim is that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (Inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office.

- Where parents are accompanying school trips, they are informed not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others or provide a safeguarding risk. With this in mind pupils are not permitted to have mobile phones during any school trips.

Only pupils in Year 5 and Year 6 are permitted to bring a mobile phone school, but before doing so there must be a signed agreement between the child's parent / guardian and the Headteacher (see Appendix for agreement).

Pupils must have a clear and valid reason to bring a mobile phone to school, e.g. walking to or from school independently. The mobile phone must be switched off as soon as the child enters the school site.

Clear procedures are in place around a child bringing a mobile phone to school. These are:

- The child's parent /guardian must first complete the form in the appendix of this policy;
- The phone must be switched off as soon as the pupil enters the school site. Mobile phones are not permitted to be switched on anywhere on the school site;
- Once the child has reached their classroom, the mobile phone must be handed in to their class teacher. This, will then be stored in a locked cupboard and collected at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated and returned at the end of the day to the child's parent / guardian where possible.

A breach of any rules around permission of mobile phones in school will lead to the immediate withdrawal of the permission to bring a mobile phone to school.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents/Carers

Parents/Carers are requested not to use their mobile phones while in school for calls, messaging or use of social media. Phones should be on silent and out of sight.

We do however allow parents to photograph or video school events such as assemblies or sports days using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Mobile phones must not be used for any other purpose than to take images as above.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office.



Radnor Primary School – Ysgol Gynradd Radnor

Mobile Phone: Parent/Guardian Agreement

September 2024 – July 2025

The school’s mobile phone use policy is built around trust and must be adhered to in order to safeguard all our pupils and staff. Any breach of this policy and agreement will lead to the immediate withdrawal of the permission to bring a mobile phone to school.

Please state clearly below why your child needs to bring a mobile phone to school:

Please tick which day(s) of the week your child will need to bring their mobile to school.

Monday	Tuesday	Wednesday	Thursday	Friday

Please sign below to acknowledge the following:

- I have spoken to my child that bringing a mobile phone to school is a privilege and not a right.
- My child understands that their phone must be switched off as soon as they enter the school site and cannot be switched back on until they have left the site.
- My child understands that he/she must hand their mobile phone to their class teacher at the very start of the school day - as soon as they enter the classroom. The phone will be locked away during the day and returned at the end of the day.
- I understand that the school will not be liable for any loss or damage of my child’s mobile phone.
- I, and my child understand that any breach of this agreement, including having a mobile phone on a day that is not on this agreement will lead to an immediate withdrawal of permission to bring a mobile phone to school.
- My child understands that he /she is not permitted to take a mobile phone on a class trip or residential trip.

Child’s name: _____ Class teacher: _____

Parent/Guardian’s Signature: _____ Date: _____

Headteacher’s Signature: _____ Date: _____