



# MOBILE PHONE POLICY

DATE – September 2025

REVIEW DATE – September 2027

*Imagine, Believe, Achieve*

***“Let us run the race before us and never give up”***

***Hebrews 12:1***

## **MOBILE PHONE POLICY**

### Introduction

At Matlock Bath Holy Trinity CofE (VC) Primary School 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.

### 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 parent must speak to the Headteacher explaining the circumstances,
  - a form must be signed,
  - the phone must be handed in , switched off, to the Headteacher's office first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

#### Staff:

- Staff must have their phones away during the school day, except during their own break times.
- Staff are able to use their mobile phones whilst in the staffroom and away from the children.
- Staff may not make or receive calls or texts on their mobile phones during working hours. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are requested to have any calls made to them for emergency purposes (ie next of kin) through the main school number.
- Use of phones must be limited to non-contact time when no children are present.
- 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.
- A mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents / the Headteacher in the event of an emergency.
- The Headteacher is required to carry the school phone at all times.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school Parent Hub App will be used to send each family a message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

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

### **Mobile Phone Policy**

#### ***Declaration***

I have read, understand and acknowledge receipt of the Matlock Bath Holy Trinity CofE (VC) Primary School Mobile Phone Policy. I agree to be bound by and will comply with these policies and guidelines. I understand that any violation of these policies may subject me to disciplinary action, up to and including dismissal, as well as possible civil and criminal penalties.

Name of child: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (staff member / parent / carer)