



Be . Build . Become

'Encourage one another and build each other up.' Thessalonians 5:11

MOBILE PHONE / SMART & RECORDING DEVICE CODE OF CONDUCT

This document has been written to provide clear guidance on the use of mobile phones in school by staff and governors, parents/carers and pupils. **In the context of this document, the term mobile phone refers to any device capable of making or receiving calls and/or capturing/storing/receiving images or audio, including but not restricted to smart watches.**

Bloxham Primary School recognises that some parents will give their children mobile phones and that those phones might be brought into school by children. However, the potential exists for mobile phones and other internet-enabled/recording devices to be misused in schools. Cameras, text/voice messages and/or social media and other apps can be a part of bullying or harassing behaviour directed against pupils and/or staff. Additionally, many smart phones given to children are expensive items that are easily lost or stolen.

For these reasons Bloxham Primary School does not permit the possession or use of mobile phones by children whilst on school grounds.

This code also serves to remind parents and teachers that the minimum age limit for accounts on nearly all social media platforms is 13 or older and consequently no pupil at Bloxham Primary School should have accounts on any of the current platforms. This document will be reviewed yearly and supports the Health & Safety, Anti-bullying, Behaviour, Safeguarding and eSafety policies.

MOBILE PHONES BELONGING TO PUPILS

In preparation for the transition to secondary school, the school permits year 6 pupils who walk home alone, either directly from school or from bus drop off to bring a mobile phone to school. Whilst acknowledging that parents/carers may choose to allow their child to bring a mobile phone to school Bloxham Primary **DOES NOT ENCOURAGE** them to do so due to the potential for misuse and/or loss.

If a Year 6 pupil is allowed to bring a phone/smart watch to school, a permission slip must be signed by their parent/carer and returned to the school Office. On a day-to-day basis, these devices must be locked securely at the start of the day (before 8.50am) and collected at the end of the day (at 3.15pm). The school cannot accept any responsibility for damage to or loss of any device and families sending devices with their child do so in full knowledge that the school will not replace or repair should an incident occur.

Phones/devices should be clearly marked with the name of the child they belong to or should have the image of the child on the lock screen.

The use of mobile phones by pupils on school grounds will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy. At after school events coordinated by FOBPS where parents are present, pupils' use of mobile phones will be allowed subject to the discretion of their parents. At after school events where parents of the child are not present, devices will be subject to the same expectations that they are handed in on arrival. Please note that whilst every endeavour will be made to ensure devices are kept safe in school, the school recommends devices are not brought into school. The school cannot accept any liability for loss/damage.

If a pupil is found to be using a mobile phone on school grounds during the school day the child's parent will be contacted, the phone will be removed and handed to Year 6 staff to who will record the name of the pupil and attach it to the phone and lock in the secure unit. Parents/carers will then need to make arrangements for collection of the phone.

If the school is made aware of instances where children are using mobile phones to bully or intimidate other children outside of the school grounds, we will contact those with parental responsibility to inform them. We ask that parents/carers talk to their children about the appropriate use of mobile phones and that they themselves model good behaviour with smart technology at all times. 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.

Pupils are not allowed to bring mobile phones on any school excursion, including collective worship at St Mary's Church, school visits and trips including residential trips.

MOBILE PHONES BELONGING TO PARENTS/ CARERS

We request that mobile phones are **SWITCHED OFF** during visits to the Primary School with the exception of attending school performances or sporting events where they should be on silent. The use of mobile phones by parents and carers to photograph their own children is authorised when:

- Attending school events (either at school or at St Mary's Church); and
- After agreeing with the school that all images of their children will only be used privately and never on social media. If the Headteacher is made aware of use of images on social media, parents will be asked to remove them.

PHONES BELONGING TO STAFF, VOLUNTEERS AND GOVERNORS

Staff, volunteer workers and governors should keep their mobile devices turned off or on silent during the working day. They should only use their personal mobile phone or device during the working day:

1. Out of directed teaching time and away from the classroom
2. Discreetly and in private, away from pupils

Mobile phones should be left in a safe place during lesson times.

- Adults in school should never contact pupils or parents/ carers from their personal mobile phone or give their mobile phone number to pupils or parents/ carers.
- The school requires all staff to follow safeguarding protocols accordingly.
- If a member of staff needs to make contact with a parent/carer, they should use the school telephone. Staff on school trips may use their personal phones to make urgent calls to parents.
- Parents and carers are asked to be mindful and considerate of this policy and to refrain from contacting/befriending staff on personal emails, phone number or social media accounts. All communications relating to school/school events should follow the school's communication structure and use official email addresses.
- Adults in school should never send or accept from colleagues, text or images that could be viewed as inappropriate. Receipt of such materials must be reported as soon as possible to the DSL. Please note that simply receiving indecent imagery on your phone may leave you open to prosecution. Under no circumstances should images be forwarded.
- Where an adult in school is required to use their personal phone or device to photograph/ film a pupil these must be uploaded as soon as possible onto the school

network and the image deleted from the member of staffs' phone.

- Staff should understand that failure to comply with this code of conduct is likely to result in disciplinary proceedings.

This code applies to any adult working or volunteering in school during the school day (8.40am-3.15pm). It also applies to members of staff and volunteers working in before- and after school care, in the Cherry Tree Centre, and to any after-school clubs run by the school.

Staff should not form online friendships with any pupils and are strongly advised to consider the risk of online friendships with parents. Where prior to appointment staff are already 'friends' or have parents/pupils as contacts these should be declared to the DSL, Louise Thomas.

Expires July 2026, reviewed January 26

Mobile Phone Parental Consent Form

Dear Parent/ Carer,

In accordance with our mobile phone policy, if your child brings a mobile phone to school, you are required to sign the form below to give your permission for your child to do this.

Your child needs to bring their phone to the school office in the morning by 8.50am. Phone can be collected after 3.15pm. The school bears no responsibility for loss of 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.

Mrs Marshall
Headteacher

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child _____
in Year _____ to bring their mobile phone into school. I/we have read the policy and understand its implications

Signed _____

Date _____

Please return this permission slip to the school office, THANK YOU