



**TEAM  
Multi-Academy Trust**

**Mobile Phone / Handheld Device Policy**

This Policy was adopted by the TEAM Multi Academy Trust  
Board of Trustees on 24/03/2015

To be reviewed bi-annually

Reviewed: 2017, 2021, 2023

Next Review Due: Spring 2025

## **Introduction**

Within TEAM Multi-Academy Trust, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and handheld devices in our schools has been drawn up in the best interests of pupil safety and staff professionalism.

### **Use of mobile phones and handheld devices by Pupils:**

- Pupils are not permitted to have mobile phones or handheld devices 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 put their request in writing to the Head of School,
  - the phone must be switched off and handed in to the school office first thing in the morning and collected from the office by the child at home time,
  - the phone is left at the owner's own risk.
- Mobile phones or handheld devices brought to school without permission will be confiscated and must be collected by the parent.

### **Use of mobile phone device by Staff:**

- All staff must have their phones switched off whilst undertaking professional duties.
- All staff may not make or receive personal calls whilst undertaking professional duties. If there are extreme circumstances (e.g., acutely sick relative) the member of staff should make the Head of School aware of this and will have discussed and agreed the need to make or receive an emergency call.
- Use of phones must be limited to times outside professional duties when no children are present and should take place away from the main teaching areas.
- Phones must be kept out of sight when staff are with children.
- Phones will never be used to take photographs of children or to store their personal data.

### **Use of handheld device by Staff:**

- A handheld device i.e., tablet capable of being used to take photos or videos must never be used to take photos of pupils, except as a part of normal curriculum work or with prior agreement from the Head of School.

### **Parents, Governors, Trustees & other Visitors:**

- All phones must be switched off when in the teaching areas.
- We request that parents do not use mobile phones in the school building or in the immediate perimeter.
- Mobile phones must never be used to take photographs in the school building or grounds during school hours.
- Head of School will inform parent at the start of public events in the school if photos are allowed. Any photos taken must be for personal use only, and not posted on social media without consent.
- Anyone found to be in breach of the agreement will be contacted by the Head of School and as a consequence may be restricted from attending future events.