



YSGOL CWM
BROMBIL



Mobile Phone Policy

September 2024

Policy Adopted:	
Policy Review Date:	
Additional Comments:	
Signed:	
(Chair of Governors)	

Mobile Phone Policy

1. Introduction and aims

At Ysgol Cwm Brombil. We recognise that mobile phones are an important part of everyday life for our pupils, parents and staff, as well as the wider community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Impact on mental health
- Over reliance on mobile technology
- Distractions that it can create
- Impact on learning in the classroom
- Reduction in face to face socialising
- Risk of theft, loss or damage

2. Key Principles which underpin this policy

- The safeguarding of pupils is of paramount importance
- Every staff member is accountable for the safeguarding of our pupils
- All pupils have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect

3. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach in this policy.

4. Use of mobile phones by pupils

Mobile phones are not permitted to be used or seen within the school building between 8.30 am – 2.45 pm unless **permitted by a member of staff** (This includes break and lunch times).

- Mobile devices must not be used or visible when moving around the school site
- Headphones should not be used or visible whilst moving around the school site
- Mobile phones can be used in the classroom only with the teachers permission
- Mobile phones are the students responsibility and the school takes no responsibility for any damage or theft of devices.

Dealing with breaches

If a pupil is found to be contravening the mobile phone rules, the phone will be confiscated and returned to the pupil at the end of the day, in the first instance. On the third occasion, the phone will be confiscated and only returned to the Parent/Carer in person.

Students should be aware that serious misuse of their mobile phone may lead not only to the confiscation of their mobile phone, but may include the student being internally or externally excluded from school. If the offence is serious enough, it will be reported to the police.

Where a phone is confiscated it will be kept securely in our Ready to Learn provision.

Confiscation Procedure

If a mobile phone is confiscated then:

- The pupil will collect the mobile phone from Ready to Learn at the end of the day, in the first instance
- The confiscation will be recorded on the school's classcharts system
- If a child refuses to comply with the request for confiscation, this will be dealt with as defiance and our behaviour policy will be followed accordingly
- In the case of repeated or serious misuse, the phone will only be returned to a parent/carer who will be required to collect the phone in person
- Where a pupil persistently breaches the expectations, following a clear warning, the headteacher may impose an outright ban from bringing a mobile phone onto the premises. This may be a fixed-term or a permanent ban
- Where it is deemed necessary to examine the contents of a mobile phone, this will be done by a member of staff. N.B. Parental permission is not required for this. The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what was found. This includes messages, emails, pictures, videos and sound files.

5. Use of mobile phones by staff

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is used in areas of the school when there are no pupils present
- Only used during non-contact times - phones should not be used when the member of staff is responsible for supervising any pupils
- Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader has been sought and granted in advance. Any images need to be erased as soon as possible in the presence of a work colleague
- Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so.

Visitors (including parents, professionals, contractors)

- Visitors may bring mobile phones onto the school site but are asked to keep them out of sight until they leave the school building
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

In the event that you have a concern regarding safeguarding, please contact the safeguarding lead as quickly as possible.



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