# CAPITAL SCHOOL BAHRAIN

# Use of Mobile Phone Policy

| DOCUMENT CONTROL | |
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| **Policy Reference** | CSB - Use of Mobile Phone |
| **Date Adopted** | |
| **Last Review Date** | June 2025 |
| **Next Scheduled Revision (yearly)** | June 2026 |

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# 1. Introduction

1.1. Capital School recognises the use of phones has become commonplace, and that phones may be an appropriate tool to use as part of a child's education. However, unsupervised use of mobile phones may be problematic, and the school must be able to monitor the use of mobile phones to promote student well-being, prevent mobile phone misuse, and contribute to the holistic education of its students.

1.2. This policy does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

# 2. Primary School rules

2.1. Infant school children are not permitted to bring mobile phones to school.

# 3. Secondary School rules

3.1. Students may bring a mobile phone to school, but the device MUST be switched off and handed into reception on arrival into school. The device MUST NOT be on their person during the school day for any reason.
3.2. The school accepts no responsibility for loss or damage to mobile phones brought in.

# 4. Contravention of mobile phone use rules

4.1. If the above rules are broken, Capital staff will confiscate the phone, placing them in a secure location as designated by the individual school. The student will be told where this is.

- First offence: The pupil's parent or a responsible adult must attend school in person to collect the phone.
- Second offence: The pupil will be confiscated for the remainder of the half-term. Additional sanctions may also apply in line with the school's Behaviour Policy.

# 5. Misuse of phones

5.1. If students misuse phones on-site or off-site, and it contravenes this policy; impacts upon other students' well-being; represents a child protection or safeguarding concern; or brings the school into disrepute, the school will act according to the school's Behaviour Policy.

# 6. Setting an example

6.1. All community members should be aware that children often imitate adult behaviour. Therefore, we encourage staff, parents and other community members to show discretion when using their phones. We accept that emails and other important messages may need to be addressed on the school site, but in places where students are present, may we politely request that community members keep mobile phone use to a minimum.

6.2. Staff should not use their phones during lessons or while on duty, unless in an emergency or where absolutely necessary.

6.3. The school does not permit staff to take photographs of students using their personal mobile phones.

# 7. Emergency calls home

7.1. Students are not permitted to call their parents directly, even in an emergency, but should do so through the school's counsellors. Likewise, parents are requested to contact the school, not their son or daughter directly, to relay messages. **This is a vital safeguarding issue that will be taken very seriously if contravened.**

7.2. If a student feels unwell, they should seek permission to visit the nurse. The nurse will make a professional judgment about whether parents should be contacted and may involve the school counsellors. The nurses and school counsellors are the only staff qualified to make the decision that a student should go home due to illness. If a student calls parents directly, then it will be considered a breach of this policy.

7.3. If a student has some other emergency/important reason to contact home, they should seek permission to speak with a school counsellor or Senior Leader within the school, who will make a professional judgment whether parents should be contacted. School staff or the students themselves, depending on age and circumstance, may use one of the school landline phones to do so. Senior school students may use their mobile phone in a designated area, while supervised, to speak with their parents.