

Mobile phone policy

South Lake Primary School



Version	Date	Description
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Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Use of mobile phones by staff.....	3
4. Use of mobile phones by pupils	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage.....	5
7. Monitoring and review.....	6
Appendix 1: Permission form allowing a pupil to bring their phone to school.....	7
Appendix 2: Mobile phone information slip for visitors	8

1. Introduction and aims

At South Lake Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- 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 safeguarding and behaviour

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

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

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 of this policy.

The Headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, where children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0118 9691672 as a point of emergency contact.

3.2 Data protection

School email accounts used through a mobile phone app or browser must be password or passcode protected.

Detailed guidance on data protection can be found in our data protection policy or ICT acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using personal mobiles for work purposes

Contact with parents and carers should be made through the school office or from a classroom phone.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

The school phone system app, which shows a mobile phone's number as the school's contact number, must be used if a mobile phone is the only way of contacting a parent/carer.

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Use of mobile phones for children with medical needs

There may be need to use a mobile phone to support a child with medical needs, for example to monitor blood sugar levels. The following measures will be in place:

- The phone will be kept by the adult in the classroom
- No other functions of the phone will be used
- The camera will be disabled or covered over while in school
- The parents will be responsible for charging the device and ensuring it is in school
- The school cannot accept any responsibility if the phone is damaged in school

3.7 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

- In Year 5 and 6, or where children are walking to school unaccompanied, pupils may bring mobile devices into school, but must not use them during the school day. They are to be handed in to a classroom adult on arrival and will be stored in a safe place, during the day.
- Pupils are not permitted to photograph or record anything on their mobile phone in the school grounds.

4.1 Sanctions

If a pupil is in breach of this policy.

- The phone will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- The child's parent or carer will be asked to collect the phone from the school adult.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

A search of a child's phone would be carried out by a designated safeguarding lead, or a deputy designated safeguarding lead, in the presence of another member of staff.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones by parents, volunteers and visitors

Volunteers and visitors must follow the same protocol as paid members of staff when using mobile phones. See Section 3.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored securely in the school office. They are the responsibility of the person who confiscated them.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Permission form allowing a pupil to bring their phone to school

This form is for use when granting permission for a child to bring a phone to school before they are in Year 5.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: Mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the library courtyard or library
- Do not take photos or recordings of pupils (unless it is your own child in a performance), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.