



# Mobile Phone Policy

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## CONTENTS

1	Introduction	3
2	Roles and Responsibilities	3
3	Use of Mobile Phones by Staff	4
4	Use of Mobile Phones by Pupils	5
5	Use of Mobile Phones by parents / Carers, Volunteers and Visitors	6
6	Loss, Theft or Damage	6
7	Monitoring and Review	7
	Appendix 1 – Use of Mobile Phones	8

## 1. Introduction

At Newborough Church of England Primary School, the welfare and well-being of our pupils is paramount. This document on the use of mobile phones in school and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G, 5G, Airdropping and 'Nearby Share' (see Appendix 1 for more details). For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

Any reference in this Policy to 'Principal' can mean Executive Principal, as appropriate. Our policy aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support the school's other policies relating to child protection 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 Principal is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation. Governors are responsible for agreeing the policy and ensuring 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, while children are present and personal mobile phones should only be used in areas of the school where pupils are not present (such as the staffroom).

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 Principal will decide on a case-by-basis whether to allow for special arrangements once this has been raised by the staff member.

If special arrangements are not deemed necessary, school staff can use the school office number 01733 810253 as a point of emergency contact.

#### 3.2 Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

#### 3.3 Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used
- Staff should not share personal contact details through social media and messaging apps
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but should inform their line manager or Senior Leader of the contact
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Staff are not permitted to take photos or videos of pupils or anything else (e.g. work) that might identify the pupil
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

### 3.4 Using Personal Mobiles for Work Purposes

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
- Access to work emails outside of working hours (at individuals' discretion)
- Access to authentication apps.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents / carers. If necessary, contact must be made via the school office
- Ensure their device is secure by having dual authentication, failure to do so could result in data breaches
- Ensure that if contacting parents due to being on an offsite trip, mobile phone settings that allow for the number not to be identified will be used.

### 3.6 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

Pupils from Year 6 will be allowed to bring a mobile phone to school, in some circumstances:

- Those who have permission to travel to school by themselves
- Young carers who need to be contactable (this will be agreed by the Principal following a request from a parent).

If pupils do bring their phone to school they must be handed into the office and stored in a secure, lockable cupboard.

Pupils must adhere to the school's code of conduct and acceptable use agreement for mobile phone use (see appendix 1).

### 4.1 Sanctions

If a child is in breach of the policy their phone will be confiscated (under sections 91 and 94 of the [Education and Inspections Act 2006](#)) and kept in a secure, lockable cupboard. Parents will be contacted if this situation occurs.

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 / Carers, Volunteers and Visitors**

Parents / carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

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, if these photos contain pictures of other children they must not be shared in any way
- 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 / carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

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

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

Parents / carers 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 / carers 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 identified, turned off and are handed into the school office (unless exceptional circumstances).

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. This is outlined in the home school agreement.

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/carers 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 - Use of Mobile Phones

### Pupils

- Pupils are not permitted to have mobile phones at school or on trips without the express permission of the Principal and / or Visit Leader
- Pupils are not permitted to have mobile phones at school organised social events
- 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 phone must be handed in, switched off, 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 brought to school without permission will be confiscated and must be collected by the parent.

### Staff

The school accepts that employees will bring their mobile phones to work.

- As a general rule, employees are not permitted to make / receive calls / texts during work time (excluding break times)
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, after school clubs)
- Staff must have their phones on 'silent' or switched off during class time
- Staff may not make or receive calls during teaching time.
- If there are extreme circumstances (e.g. acutely sick relative) the member of staff may request via the Principal that they leave their phone on silent vibrate during working hours to receive emergency calls
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children and not on display
- Calls / texts must be made / received in private during non-contact time with children.

### Parents & other visitors

- We request that parents and other visitors do not use mobile phones in the school building around the children
- Should contractors working on site need to use a mobile phone this should only be done where children are not present and with the express permission of the member of staff accompanying them
- Mobile phones must never be used to take photographs in the school building or grounds without the permission of the Principal (e.g. whole school assemblies, school performances or other such public events).