

MOBILE PHONE POLICY



Mobile Phone Policy Document Status			
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Adoption of policy by Governing Board	15 February 2023	Chair of Governors	Gill Stubbs
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'Love, Laugh, Learn'

Resourcefulness, Reciprocity (Teamwork), Reflectiveness, Resilience

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1. Introduction and aims

We recognise that mobile phones, including smart phones, are an important part of everyday life for 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 e-safety, computing 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 school leadership team are responsible for holding staff and pupils accountable for its implementation. They will also monitor the policy's effectiveness.

2.2 Governors

Governors will review the policy every 2 years.

3. Use of mobile phones by staff

To ensure the safety and welfare of children in our care we operate this policy in conjunction with the school's **Child Protection & Safeguarding policy**.

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.

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, offices or PPA 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 executive 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 **01952 387860** as a point of emergency contact asking dependents to leave an answerphone message if the phones are busy. This will be picked up as soon as possible.

Staff will need to ensure that managers have up to date emergency contact information and that staff make their families aware of the school's number in case of an emergency.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Our data protection policy and school information security policy have further details

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.

The school's **Child Protection, Computing and e-safety policies** set out the acceptable use of ICT to ensure adults and pupils remain safe online

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

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

On Educational visits during a residential visit parents will have access to the venue telephone number for an out of hours emergency. Staff will be able to use their personal mobiles in emergency circumstances.

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. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. **A mobile phone is kept in the emergency evacuation grab bag.** 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 always appropriate and professional, in line with our **staff code of conduct**.
- ✓ All telephone contact with parents will be done on the school or nursery office phone. **Calls from the school telephones will be recorded in the office logbook.**

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 are not allowed to bring mobile phones to school.

4.1 Sanctions

- ✓ Phones will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows a member of staff to search a pupil's phone if they 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.

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
- ✓ 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

Parents, 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
- ✓ 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, 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 (**see appendix 1**).

Parents are not allowed to use their mobile on school premises, all adults in school have the responsibility to remind parents of this policy and the rules.

Parents or volunteers supervising educational or residential visits must not:

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

Parents or volunteers supervising visits 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.

6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits.

Confiscated phones will be stored in the school office and the parent will be contacted immediately.

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

7. Monitoring and review

Wrockwardine Wood Infant School & Oakengates Nursery Federation

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

- ✓ Feedback from parents
- ✓ Feedback from teachers and other adults in school
- ✓ 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 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 school office.
- ✓ Do not take photos or recordings of pupils (unless it is your own child), 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.