

Mobile Phone Policy



Responsibility for oversight and update of this Policy	Headteacher
Last updated	March 2023
Policy review cycle	3 Years
Latest policy Review date	March 2026
h://Academic Year 2022-2023/Mobile Phone Policy	

Developing the roots to grow and wings to fly

1. Introduction and aims

At Chadsmead Primary Academy we recognise that mobile phones, including smart phones and other recording devices 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 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 three years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 School Standards Committee

Governors are involved in reviewing this policy every three years.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present.

Staff will store their mobile phones in their stock cupboard, office or locker. The phones will not be visible. They will be switched off or silent. Peripatetic staff (such as sports coaches and music teachers) may leave their personal mobile device with their belongings.

Phones may be used in the wider site after the school day, as long as staff are not in contact with children.

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. 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 01543 421850 as a point of emergency contact.

3.2 Data protection

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

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.

A pupil may want to show staff content from their phone, that they wish to report. However, school staff will not direct children to share evidence on any devices. Staff will not ask to see content of a pupil's phone.

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

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 or using the school mobile phone.

3.5 Work phones

The site manager/caretaker has access to a work mobile phone, which remains on site. This may be used to take photographs relating to their job role and never of staff or pupils. It may be necessary to make calls from this phone on the school grounds. These calls will be professional in nature.

The school has two mobile phones that can be used generally by staff. These are kept in the school office. These phones are taken on school trips.

These phones can also be used for making/receiving calls with other professionals and stakeholders (governors, parents) when the school land line is unavailable.

Staff 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 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

We acknowledge that as children get older, they become more independent and as such parents may wish to keep in contact with children via a mobile phone, especially if they are travelling to school by themselves. To facilitate this, whilst maintaining robust safeguarding practices, we allow Y5/6 children to bring their mobile phone to school. Parents/carers are informed of the rules at the beginning of the academic year via a letter (see Appendix 1).

4.1 Sanctions

If a pupil is in breach of this policy, parents/carers will be informed and the right to bring their device to school may be removed.

If a child refuses to follow the rules, the device may be confiscated and only returned to the parent during a meeting to discuss the child's behaviour.

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

Parents, visitors and volunteers must adhere to this policy if they are on the school site during the school day.

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.

This means:

- Not taking pictures or recordings of pupils
- Not using phones when on the school grounds.

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. Use of mobile phones by contractors

Contractors must adhere to this policy if they are on the school site during the school day. Contractors will be informed of the rules for mobile phone use when they sign in at reception.

This means:

- Not using their mobile phone where there are children this includes maintenance contract workers who walk around the school and project contract workers who have a designated working area
- Not taking pictures or recordings of pupils or staff

Contractors without a DBS certificate will be accompanied around school at all times and therefore the accompanying staff member will ensure the contractor adheres to the mobile phone policy.

7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled. Pupils are responsible for securing 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. 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.

Lost phones should be returned to the school office or a member of staff. The school will then attempt to contact the owner.

8. Monitoring and review

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

Appendix 1: Letter to parents/carers of Y5/6 pupils regarding pupil mobile phones

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 to revoke permission if pupils don't abide by the policy.

1. You may not use your mobile phone during the school day or when on the school grounds.
2. Phones must be placed in the box in the classroom. It must be switched off.
3. It is your responsibility to ensure the phone is labelled and is secure.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils on school grounds.
5. You cannot take photos or recordings (either video or audio) of other pupils whilst travelling to and from school, without consent.
6. If my teacher, or any other member of staff, finds that I'm using my phone during the school day or whilst on school grounds, I understand that parents will be contacted and the right to bring the device to school may be removed.