

# Beever Primary School



## Mobile Phone Policy

**September 2021**

|                            |                             |  |
|----------------------------|-----------------------------|--|
| <b>Approved by:</b>        | Greg Oates                  | <b>Date:</b> Tuesday 14th September 2021 |
| <b>Last reviewed on:</b>   | Tuesday 14th September 2021 |  |
| <b>Next review due by:</b> | September 2022              |  |

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## 1. Introduction and aims

At Beever 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 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 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### 2.2 Governors

Governors are involved in monitoring or reviewing this policy, every two years in conjunction with the headteacher.

### **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 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 (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 0161 770 8351 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.

More detailed guidance on data protection can be found within our 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.

If your school uses classroom apps or programmes that require the use of a member of staff's mobile phone, you should explain the appropriate use of mobile phones in these circumstances.

#### **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

This guidance links to our policy on educational 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.
- Where contact with parents is made using a personal mobile phone, 141 should be dialled before the number to ensure the personal details of the member of staff remain private.

### 3.5 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

Children should not bring their mobile phones to school. If they bring their phone to school, they should hand this to a member of staff who will ensure this is looked after safely until the end of the school day. This would usually be that phones are passed to the headteacher to be safely stored during the day.

Permission may be given for children to bring their mobile phone to school on a case by case basis. This may be because they

- Travel to and from school by themselves
- Are young carers who need to be contactable

Parents should contact the headteacher to ensure agreement is in place. If permission is given, the pupil should continue to hand their phone to a member of staff to look after for the duration of the school day.

### 4.1 Sanctions

If a child brings their phone to school without permission and attempts to use it, the phone will be confiscated under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If a phone is confiscated, the phone should be collected by the pupil's parent at the end of the school day.

Please also note that 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 search of a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If inappropriate content is discovered on a phone, or if inappropriate behaviour is suspected, then parents will be contacted about the next steps. It may be that such content requires the school to contact social care or other services for advice.

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

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.

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**

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. We will provide a copy of our policy and disclaimer to new pupils and parents.

Confiscated phones will be stored in the Headteacher's office in a secure location.

Lost phones should be returned to 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 of 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

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

| PUPIL DETAILS             |  |
|---------------------------|--|
| <b>Pupil name:</b>        |  |
| <b>Year group/class:</b>  |  |
| <b>Parent(s) name(s):</b> |  |

The school has agreed to allow \_\_\_\_\_ to bring their mobile phone to school because:

- They travel to and from school alone
- They are a young carer
- They are attending a school trip or residential where use of mobile phones will be allowed
- They need the phone for an educational activity during class time
- They 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, and its acceptable use agreement.

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

Parent signature: \_\_\_\_\_

| FOR SCHOOL USE ONLY   |  |
|-----------------------|--|
| <b>Authorised by:</b> |  |
| <b>Date:</b>          |  |

## 9. Appendix 2: Template 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 staffroom or lobby area
- 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.

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