Hayesdown First School

Mobile phone policy

Approved by:	Julia Battersby
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1. Introduction and aims

At Hayesdown First 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 three years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are involved in monitoring and reviewing this policy.

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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 use mobile phones or smart watches to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones and smart watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). Mobile phones are expected to be kept securely, away from children e.g. in a bag kept in a cupboard. Staff are asked to change notifications on their smart watch device so that no messages/emails appear on the screen while they are with children.

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

In these circumstances, staff must request permission to use their mobile phone from the Headteacher (DSL) or the deputy if the Headteacher is absent. 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 (01373 462718) 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 in the school's data protection policy and ICT acceptable use policy, which can be found in the school office.

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.

More guidance about connecting with parents or pupils over messaging app or social media can be found in our ICT acceptable use and E- safety policies, which can be found in the school office.

Staff must not use their mobile phones or smart watches 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.

Staff may use their personal mobile phone to access two-factor authentication e.g. for CPOMS while on the school site. However, this should be carried out in a place that is away from children e.g. in the staffroom or SLT/Head's office.

If a smart watch is able to take images independently of a mobile phone (i.e. has an inbuilt camera), the staff member must speak to the Headteacher/DSL. For safeguarding purposes, this type of smart watch may not be allowed to be worn during school/pupil contact hours.

3.4 Using personal mobiles for work purposes

The school has a mobile phone which should be used in the first instance. Where this is not possible, 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

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- Supervising off-site trips
- Supervising residential visits

If a staff member is not able to use the school mobile phone they must request permission to use their personal mobile phone from the Headteacher (DSL) or the deputy if the Headteacher is absent. The headteacher will decide on a case-by-basis whether to allow the use of personal mobile phones for work purposes.

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 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 at Hayesdown First School are not permitted to bring mobile phones (inc. smart watch/fit bit type devices) onto the school site.

In certain circumstances, it may be necessary for a child to bring a mobile phone to school, for instance

- Travelling to/from school by themselves

In these circumstances a discussion will be had between the Headteacher and the parents, outlining the exceptional circumstances where a mobile phone may be needed. The headteacher will decide on a case-by-basis whether to allow for special arrangements. If the Headteacher agrees to allow a child to bring a phone onto the school site, parents will be expected to complete and sign the permission form allowing a pupil to bring their phone to school (Appendix 1). It will be agreed with the pupil and parents that:

- Phones will be handed in to the school office, for secure storage, as soon as a pupil arrives at school at the start of the day
- At the end of the school day the pupil will collect their phone from the school office, immediately before leaving the school site
- The pupil must not use their phone while on the school site

4.1 Sanctions

If a pupil is in breach of this policy, for example bringing/ using a phone onto school site without permission, the following sanctions will be used:

- 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 phone will be kept securely in the school office
- Parents will be contacted and asked to collect the phone at the end of the school day. If they are unable to do this, they will be asked to collect it from the school office at their earliest convenience.
- If permission to have a phone on the school site has been granted it may be revoked
- Breach of this policy may lead to a Red Dojo

If necessary, 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 staff member to search a pupil's phone if they have

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reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. The staff member must speak to the DSL/DDSL before searching a phone.

Staff, pupils and parents should speak to the DSL/DDSL immediately if they find inappropriate content on a phone, or if they suspect inappropriate behaviour.

If a staff member is made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve parents, 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. If they need to use their phone in the school building they must request permission from the headteacher (or deputy head if the headteacher is absent)

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 (Inc. smart watch/fit bit type devices) in lessons, or when working with pupils
- Parents are encouraged not to use their mobile phones on the school site during drop off and pick up times. If this is necessary, parents are expected to move into an area/space that is away from children.

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 2. Reminders will also be in the school newsletter or via Dojo messages.

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.

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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. If a child has been given permission to bring a phone into school, parents must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils will only bring phones or devices (Inc. smart watch/fit bit type devices) to school with agreement from the headteacher and parents. They must bring the phone to the school office at the start of the day, where it will be securely stored.

Staff must secure their personal phones, including using passwords or pin codes to protect access to the phone's functions 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.

The school will make sure pupils and parents are aware of the disclaimer above, for example by

- Including the disclaimer in the permission form for bringing a phone to school

Confiscated phones will be stored in the school office in a secure location/locked cabinet. School office staff are responsible for the safe storge of the mobile phone until it is collected.

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 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

Governors will monitor the implementation of this policy and review it annually.

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

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

The school has agreed to allow [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer

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.

By signing this agreement parents understand that:

- Phones will be handed in to the school office, for secure storage, as soon as a pupil arrives at school at the start of the day
- At the end of the school day the pupil will collect their phone from the school office, immediately before leaving the school site
- The pupil must not use their phone while on the school site

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

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.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

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Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones/devices in our school

- Please keep your mobile phone/smart watch on silent/vibrate while on the school grounds
- Your phone must be stored securely away from children e.g. in a bag placed in a cupboard.
- Please do not use phones/smart watches where pupils are present. If you must use your phone, you may go to a private place away from children e.g. the staffroom, SLT office or school office. Permission to do this must be sought from the headteacher/deputy head.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone/smart watch in lessons, when working with pupils or in the presence of 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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