GREAT FINBOROUGH CHURCH PRIMARY

Mobile Phone Policy

Linked documents:
Anti-bullying Policy
Behaviour and Exclusion Policy
Data Protection Policy
Safeguarding Policy and Child Protection Procedures
Online Safety & Acceptable Use of Technology Policy

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Great Finborough Church Primary

Mobile Phone Policy

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Intent

At Great Finborough Church Primary School we are committed to safeguarding and promoting the wellbeing of children and expect all staff and volunteers to share this commitment. We recognise that mobile phones, including wearable technology, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Definition: For the purposes of this policy the term 'mobile phone' refers to mobile phones, tablets, e.g., iPads, and wearable technology, including but not limited to, smart watches and Bluetooth headsets.

This 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 in school.

This policy also aims to address some of the challenges posed by mobile phones and other emerging technologies in school. Many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access could create the following challenges:

- risks to child protection
- data protection issues
- potential for lesson disruption
- risk of theft, loss, or damage
- inappropriate use of technology in the classroom
- inappropriate sharing of images and videos

Roles and Responsibilities

All Staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else engaged by the School, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher, Online Safety Lead and Governors are responsible for monitoring the implementation of this policy and agreeing any amendments**.**

Use of Mobile Phones by Staff

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else engaged by the School) are not permitted to make or receive personal calls, or send texts, in the presence of children. Use of mobile phones for personal reasons must be restricted to non-contact time where possible, and to areas of the School where pupils are not present (such as the Staff Room).

There may be circumstances in which it is appropriate for special arrangements to be in place to allow a member of staff to have use of their personal 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-case basis whether to allow for special arrangements for emergency contact. If special arrangements are not deemed necessary, members of staff should use the School Office number as a point of emergency contact.

Data Protection

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

Staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. This includes any staff work phones. Failure by Staff to do so could result in data breaches.

More guidance can be found in the **Data Protection Policy** and in the school's **Online Safety and Acceptable Use Policy**.

Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps other than on the use of school issued Emergency Contact Cards.

Staff must avoid publicising their personal contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not normally use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this should be done using school equipment.

NOTE: Occasionally, when supervising off-site trips and residential visits, school equipment may not be available to staff for taking photographs or recordings of pupils and their work, or other things that could identify a pupil. In these circumstances, and only with the agreement of the Senior Leadership Team, mobile phones may be used for this purpose, but the pictures must be uploaded to a school device as soon as possible, then immediately deleted from the personal device and confirmation given to the SLT that this has been done.

Using Personal Mobile Phones 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:

- access the internet for the purpose of finding information
- as a teaching tool for sharing music across audio speakers
- emergency evacuations
- supervising off-site trips
- supervising residential visits
- provision of Emergency Contact Cards for lost children (Visits & Residentials)
- SEND emergencies
- First Aid Forms for reporting purposes

In these circumstances, Staff will:

- use their mobile phones in an appropriate and professional manner, in line with the **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, unless agreed by a member of SLT
- refrain from using their phones to contact parents where possible. Contact should normally be made via the School Office. If use of a personal mobile is unavoidable, the personal number must be withheld.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

Use of Mobile Phones by Pupils

Who can bring a Mobile Phone to School.

Children are not allowed to have wearable technology, e.g. smart watches, in school.

Mobile phones are a prominent feature of modern society, therefore pupils in Years 5 and 6 are permitted to bring mobile phones to school. Children may bring a mobile phone into school under the following strict conditions:

- the child walks/cycles home on their own.
- the child and parent/guardian/carer may need to be in contact before or after school
- a **Pupil Mobile Phone Code of Conduct and Permission Form** (see Appendix 1) is signed by the pupil and given to the Headteacher
- the phone is switched off as the child enters school premises and handed in each day (see Appendix 2)
- the School accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- the camera on the phone is never used by a child to take photographs or video of another child or an adult.

Should parents/guardians /carers need to contact pupils in an emergency, or vice versa, this should be done via the School Office.

The right to bring mobile phones onto school premises will be revoked if a pupil fails to adhere to school policy.

Unauthorised possession of a Mobile Phone

Where a pupil is found by a member of staff to be in the possession of a mobile phone, in the first instance the phone will be taken from the child and taken to the School Office where it can be collected at the end of the school day. Schools are permitted to confiscate phones from pupils under **sections 91 and 94 of the Education and Inspections Act 2006**. On subsequent occasions, the phone will be taken to the School Office and returned only to the parent, guardian or carer.

Unauthorised use of a Mobile Phone

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, the images must be removed by the pupil in the presence of a teacher.

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:

- making or sharing of nudes or semi-nudes
- 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

Mobile phones can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour. Staff, therefore, have the power to search pupils' phones, as set out in the **DfE's guidance on searching, screening and confiscation** if they have reasonable

cause. Such searches MUST ONLY be carried out by the Headteacher or a member of staff authorised by the Headteacher.

NOTE: If there is any suspicion that the search will reveal an extreme of indecent image of a child and/or video, the member of staff should confiscate the device and pass it to the Designated Safeguarding Lead who will deliver it to the police as soon as reasonably practicable. In no circumstances should a staff member copy, print, share, store or save such images.

Handling such reports or concerns can be especially complicated and schools should follow the principles as set out in ***Keeping Children Safe in Education****. The UK Council for Internet Safety also provides guidance to support School Staff and designated safeguarding leads: Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk)*

The phone will be retained in the School Office until the child's parents, guardian or carer are contacted and asked to discuss the matter with the Headteacher, at which meeting the phone may be returned or kept and handed to the Police.

This will be regarded as a serious offence and disciplinary action will be taken in accordance with the School's **Behaviour Policy**.

Use of Mobile Phones by Parents, Visitors and Volunteers

Parents, visitors and volunteers should only use personal mobile phones in Staff-only areas of the School. Parents, visitors and volunteers (including governors and contractors) must adhere to the rules set out for Staff in this policy if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or the pupil is their own child
- using any pictures 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 are also asked to keep their mobile phone on silent/vibrate while on the school grounds.

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, unless in an emergency situation
- take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising school trips or residential visits are also responsible for enforcing the School's policy for pupils using their phones, as set out in the **Pupil Mobile Phone Code of Conduct and Permission Form** (see Appendix 1)

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.

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.

Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, or easily identifiable, when handed in at the start of the day and should secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

The School accepts no responsibility for mobile phones that are lost, damaged or stolen on school transport, during school visits or trips, or while pupils are travelling to and from school, or for mobile phones on school premises that have not been handed in as described in the Appendices to this policy. This disclaimer is included in the **Pupil Mobile Code of Conduct and Permission Form** (Appendix 1).

Phones found on the school premises should be returned to the School Office. The School will then attempt to contact the owner.

Monitoring and Review

Great Finborough Primary 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 recommendations based on:

- feedback from parents and pupils
- feedback from teachers
- records of behaviour and safeguarding incidents

and:

- relevant advice from the Department for Education, the local authority or other relevant organisations
- specific Safeguarding guidance and issues relating to the use of mobile and smart technology.

Appendix 1

Pupil Mobile Phone Code of Conduct and Permission Form

Pupil name	
Class / Year group	

Code of conduct

Mobile phone in school

You must obey the following rules if you bring your mobile phone to school:

1. Switch off your mobile phone and hand it in to the School Office when you arrive at school.
2. You may not use your mobile phone during the school day.

Mobile phone on a trip or residential

If the Headteacher gives permission for you to bring your mobile phone on a trip or residential, you must obey the following rule:

1. Keep your mobile phone in your bag, unless you need to call the number on the Emergency Contact Card.

Permission

The School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises (unless handed in as described in Appendix 2) or transport, during school visits or trips, or while pupils are travelling to and from school.

I agree to follow the rules outlined in the **Mobile Phone Code of Conduct for Pupils**. I understand that if I breach these rules, my mobile phone will be confiscated and can only be collected by my parents/guardians/carers at the end of the school day.

I understand if I breach the law, the headteacher is required to pass my mobile phone to the Police for further investigation.

Pupil Signature……..……..……

Date ……

Appendix 2

School Protocol for Handing in/Storing Pupils' Mobile Phones

Pupil Phones Handed in

Phones should be switched off and handed in to the School Office at the start of the school day and stored in the office. Phones can be collected from the School Office at the end of the school day.

Pupil Phones Confiscated

Confiscated phones will be stored in a locked filing cabinet in the school office until returned to parents or passed to the Police.