

# Mobile Phone Policy

## Baston CE Primary School



<b>Approved by:</b>	PCSL Committee	<b>Date:</b> 6 <sup>th</sup> November 2023
<b>Last reviewed on:</b>	3 <sup>rd</sup> November 2023	
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### 1. Introduction and aims

At Baston CE Primary School we recognise that mobile phones, including smart phones, are

Mobile phones, alongside other forms of technology, are changing the way and speed in which we communicate and are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use on site and during off-site visits
- Set clear and robust acceptable use guidelines for the use of mobile phones for pupils, staff, parents/carers, governors 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. Camera/smart mobile phones, smart watches, tablets and other communication devices**

It is recognised that it is the enhanced functions of many mobile phones, smart watches, tablets and other communication devices that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. images of pupils/staff to other mobile phone users or email addresses or social media which could result in bullying or harassment.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

For the purposes of this policy please read 'phone' as any mobile phone, camera/smart phone, smart watches, tablets and other communication devices

## **3. Roles and responsibilities**

### **3.1 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.

### **3.2 Governors**

The headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation. This policy is reviewed by the PCSL Committee.

## **4. Use of mobile phones by staff**

### **4.1 Personal Devices**

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 staffroom).

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 [01778560430] as a point of emergency contact.

### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in our data protection policy.

### 4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps, unless a previous personal connection existed prior to the professional relationship.

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

### 4.4 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/carers. If necessary, contact must be made via the school office

### 4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

## 5. Use of mobile phones by pupils

### 5.1 Personal Devices

While we fully acknowledge a parent's right to allow their child to bring a phone to school if they walk to and from school without adult supervision, Baston CE Primary School does not permit pupils bringing phones in year groups below Year 5 & 6, as we would not expect these children to be walking to and from school unaccompanied.

When a child needs to bring a phone into school, the phone must be switched off at the school gate and placed in their bag. At 8:45 it should be handed to the child's class teacher, who will store it securely. Phones should be clearly marked so that each pupil and staff can identify the phone. Parents are advised that Baston CE Primary School accepts no liability for the loss or damage to phones which are brought into school or on to the school grounds.

Pupils are not entitled to log on to the school network using their phones or other personal electronic devices.

- Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

### 5.2 Sanctions

- Where a pupil is found by a member of staff during the school day to be using a phone, the phone will be confiscated from the pupil (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) and handed to a member of the Senior Leadership Team. The parents may collect the phone from the school office at the end of the school day. Parents will be informed of inappropriate use and pupil's right to bring a phone to school will be withdrawn.

If a pupil is found to have taken photographs or video footage with a phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's Behaviour Policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher, and the right to bring a phone into school will be withdrawn.

Please note that SLT have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows us to search a pupil's phone if you have reason to believe the phone is being or 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 (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

## **6. Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

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

Parents/carers 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/carers 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.

## **7. Loss, theft or damage**

Year 5 and 6 pupils bringing phones to school must ensure that phones are appropriately labelled and handed to their class teacher. Pupils must secure 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.

Confiscated phones will be stored in the school office in locked cabinet.

Lost phones should be returned to the school office, who 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 parents/carers 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

This policy is reviewed by the PCSL Committee.

## **11. Appendix 1: 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 staff room.
- 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.