Much Birch C of E Primary School

Mobile Phone Policy



'We will flourish and reach our God given potential'

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. **John 15:5**

All members of our whole school community are able to realise their God-given potential, enabling them to become equal, caring and active citizens whilst upholding true Christian values. We treat others, as we would like to be treated, with dignity and respect. Everyone is encouraged to flourish with hope and high aspirations

Updated **Every 3 years**

Review date Sept 2028

Head teacher Ms B Davies

Chair of Governors Rev. Mark Johnson

1: INTRODUCTION AND AIMS

At Much Birch Primary 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, staff code of conduct, acceptable use policy, data protection

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 SLT is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2: GOVERNORS

Governors will review it as required.

3: USE OF MOBILE PHONES BY STAFF

3.1: PERSONAL MOBILE PHONES

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) should not make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and preferably to areas of the school where pupils are not present (such as the staff room/office area).

There may be circumstances in which it is 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
- Awaiting a medical appointment / news
- In the case of acutely ill dependents or family members

The SLT 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, **01981 540254** 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.

Please refer to the Data Protection Policy, the Staff Code of Conduct, the Online Safety Policy and Social Media Policy.

3.3: SAFEGUARDING

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

Staff should use iPads 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.

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

Staff are permitted to use personal mobile phones when supervising residential visits or school trips makes their contact details available to pupils and parents

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5: WORK PHONES

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4: USE OF MOBILE PHONES BY PUPILS

Pupils bring phones to school at their own risk. They must agree to hand their phones to the office for safe-keeping. Phones must be declared, kept in the office and not in bags. The school will not accept responsibility for the phone at any point.

Pupils are allowed to bring a mobile to school in certain circumstances. For instance:

- Travelling to school by themselves
- Young carers who need to be contactable
- Diabetic pupils who use apps to monitor glucose levels

If pupils are allowed to bring phones to school they must be handed to the school office on arrival to be placed in our phone filing box.

Pupils are not permitted to access their phones during the day unless there are extenuating circumstances.

4.1: SANCTIONS

If a pupil is in breach of this policy:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If they are confiscated a parent/carer will be required to collect the phone from school.

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 you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/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
- 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
- Only using their phones when in admin areas only

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 (Use of mobile phones by pupils).

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

Pupils bringing phones to school must ensure that phones are stored securely when not in use.

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, 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.

Confiscated phones will be stored in the school office.

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