

# St James' C of E Primary School Mobile Phone Policy



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## 1. Introduction and aims

At St James' C of E 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 Executive Headteacher/Headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

## 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 Executive Headteacher/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 224 6173 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.

### 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.

### 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

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 Work phones

***St James' currently does not issue any work phones. Should this change, the following will apply:***

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.

### 3.6 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

St James' discourages all children from bringing mobile phones into school. We recognise, however, that there may be some situations where it may be necessary. These may include but are not limited to:

- Children who are travelling to school by themselves
- Young carers who need to be contactable

Children must have the permission of the Executive Headteacher/Headteacher or Head of School to bring a mobile phone to school.

If they do, it is not to be used during the school day or on school grounds and is to be stored securely in the child's class, supervised by their teacher. Should children need to be contacted during the school day they can be reached through the school office – 0161 224 6173.

### 4.1 Sanctions

If a pupil is found to be in breach of this policy their parents will be informed. Pupils who are repeatedly in breach of this policy may have their permission to bring a mobile phone into school revoked.

Further sanctions may include:

- Phones may 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, this will be done by the Executive Headteacher/Headteacher or Head of School. At the end of the day the phone will be returned to the child's parent or carer and not to the child directly. If the parent is unable to come to school to collect the child and mobile phone then the phone may be kept until such time as the parent can come to 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 school staff to search a pupil's phone if they 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.

If a member of staff has a concern that this may be the case, then they will discuss that concern with the Executive Headteacher/Headteacher or Head of School. The Executive Headteacher/Headteacher or Head of School will then make the decision as to whether the mobile phone should be searched or not. This decision will be recorded using the school's safeguarding record system (CPOMS) and parents will be informed. Where possible, parents will be informed before the mobile phone is searched and will have the option to be present during the search if they choose. If this is not possible or the parents/carers are not contactable then the mobile phone will be searched in their absence. The results of the search will then be recorded and appropriate next steps decided.

## 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

Pupils bringing phones to school must ensure that phones are appropriately labelled if deemed necessary, and are stored securely in the office during the school day.

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 in the school safe. The Executive Headteacher/Headteacher will be responsible for all confiscated mobile phones.

Lost phones should be handed in 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

## Appendix 1: Code of conduct/Acceptable use agreement for pupils

### Code of conduct/Acceptable use agreement

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

1. You may not use your mobile phone during the school day or on school grounds. Mobile Phones should be handed into your teacher at the start of the day and collected at the end of the day.
2. Phones must be switched off (not just put on 'silent').
3. You are responsible for dropping off and collecting your mobile phone from your teacher.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

## Appendix 2: 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 his/her mobile phone to school because of the following reasons:

> \_\_\_\_\_

\_\_\_\_\_

> \_\_\_\_\_

\_\_\_\_\_

> \_\_\_\_\_

\_\_\_\_\_

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Code of conduct/Acceptable use agreement.

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

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

Pupil signature: \_\_\_\_\_

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



## Appendix 3: 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 Community 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.

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