


<p style="text-align: center;">Mobile Phone Policy</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Oakmeadow CE Primary and Nursery School</p>	
Reviewed March 19	Next Review due: March 22

Mobile Phone Policy

1. Introduction and aims

At Oakmeadow CE Primary and Nursery 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 SLT is responsible for monitoring the policy every 2 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 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 staff room). They should be locked away at all times when not used and used in **staff areas only**.

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 01743 875020 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, unless special permission has been given by the Headteacher. If used it must be deleted as soon as no longer needed (e.g. PDF of contacts for trips). Please also reference the ICT acceptable use policy on this.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. The school use seesaw, but all communication should come through the heads email to then be filtered to relevant staff if necessary.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. The Heads email to be given if contact is needed.

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

It is permitted that staff can use personal mobile phones when supervising residential visits or school trips but contact details must be through the school or the Heads school phone (number is available to all staff)

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 (unless an emergency situation). If necessary, contact must be made via the school office or through the Head.

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.

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

Pupils are allowed to bring a mobile to school if they:

- Travelling to school by themselves

They must be stored at the main reception immediately on entry to school and collected at the end of the day.

A form for permission must be completed prior to them bringing the phone to school (appendix 1).

4.1 Sanctions

If this policy is breached:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) and will only be returned to parents.
- We are clear that 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.
- We will always ensure if we conduct any search that all understand what steps are being taken and why, if there is inappropriate content on a phone, or suspect inappropriate behaviour use with a phone the police may be contacted.
- 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:

- 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. Phones must be kept out of site, in bags and not used while in the school building. If calls are needed to be taken they need to be out of the child based areas, in staff areas only. This is the staffroom and off site. If you need to make an emergency call/answer phone this can also be done in the Heads office.

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**

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 (phones must be kept in bags and out of site):

- **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, and given to the main office immediately on their entry to school.

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.

All schools continue with:

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.

To ensure everyone is aware of the disclaimer above. It is available:

- To read in the school main reception

- On the website. A copy of this policy and disclaimer is given to all new families and it is available on the website.

All schools continue with:

Lost phones should be returned to the main reception area. 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: 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 you to bring your mobile phone to school because you:

- Travel to and from school alone
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

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.

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

Parent signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: 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, 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.
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