



MOBILE PHONE POLICY

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1. INTRODUCTION AND AIMS

At Stokenchurch 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 headteacher is responsible for monitoring the policy every three 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/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 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 01494 482112 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.

More detailed information can be found in our Data Protection policy.

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

Staff must refer to school's Educational Visits policy in such instances.

Allowing staff to use personal mobile phones when supervising residential visits or school trips and potentially making their contact details available to pupils and parents will be considered on a case by case basis by the headteacher.

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 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

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- **Pupils are not permitted to have mobile phones at school or on trips**
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school: the parent must discuss the issue first with the headteacher. If agreed, the phone must be handed in, switched off, and handed into the School Office first thing in the morning by the child's parent and collected by the child at home time (the phone is left at the owner's own risk).

4.1 Sanctions

- Mobile phones brought to school without permission will be confiscated under sections 91 and 94 of the [Education and Inspections Act 2006](#) and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.
- In the event of a pupil's mobile phone being in school, staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

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

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 only
- 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 have access to this mobile phone policy 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

In the rare case that a pupil has been granted permission to bring their mobile phone into school, the pupil must ensure that the phone is appropriately labelled, is secured as much as possible, including using passwords or pin codes to protect access to the phone's functions and is handed in by the child's parent at the School Office.

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 secure their personal phones, using passwords or pin codes to protect access to the phone's functions. 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 a locked safe.

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

8. Appendix 1

CODE OF CONDUCT

No mobile phone allowed in school

Pupil agreement

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

Pupil signature: _____

Date: _____

Teacher signature: _____

Date: _____

PUPIL AGREEMENT TO CODE OF CONDUCT

where special permission has been granted

Pupil agreement

I understand that I have been granted special permission to bring my mobile phone into school by the headteacher.

I will: :

1. Make sure my phone is appropriately labelled, is secured as much as possible, including using passwords or pin codes to protect access to the phone's functions.
2. Hand my phone in at the school office first thing in the morning and collect it at the end of the school day. It will be switched off (not just put on 'silent').before I hand it in.
3. Not use my mobile phone during lessons.
4. Not use my mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. Not take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Not share my phone's passwords or access codes with anyone else.
7. Not use my 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. Not use my phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Not use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Not use my phone to view or share pornography or other harmful content.
11. 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.

I understand that the school's code of conduct on the use of mobile phones still applies.

Pupil signature: _____

Teacher signature: _____

PARENT AGREEMENT
where special permission has been granted

Permission form allowing a pupil to bring their phone to school

I understand that my child has been granted special permission by the headteacher to bring their mobile phone with them to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow the child named above to bring their mobile phone to school because they:

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- 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 code of conduct.

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

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

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 outside the main school gates
- 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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