

# STOW-on-the-WOLD PRIMARY SCHOOL

heart hand mind

## Mobile Phone Policy



**Approved by:** Full Governing Body

**Date:** 5<sup>th</sup> February 2024

**Last reviewed on:** 1<sup>st</sup> February 2024

**Signature:** T. A. Bartlett

**Next review due by:** 1<sup>st</sup> February 2025

**Chair of Governors**

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## 1. Introduction and aims

At Stow-on-the-Wold 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 Standards Committee of The Governing Body are responsible for reviewing it, and holding staff and pupils accountable for its implementation.

## 2.2 Governors

The Standards Committee of The Governing Body are responsible for 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).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time with children. For instance:

- For emergency contact by their own 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 01451830784 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.

See the school data protection policy and ICT Staff acceptable use 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.

See also the School Staff ICT acceptable use and Online safety policies,

Staff refrain from using their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil without permission from The Head or The Chair of Governors.

If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment or with express permission of the Head or Chair of Governors for a specific purpose

Use of classroom apps or programmes that require the use of a member of staff's mobile phone should also only be used with permission and following the schools Online safety policy and Staff IT acceptable user

Likewise, staff to use their phones to access the internet, the rationale for this needs to be clearly outlined to The Head and Chair of Governors.

### 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 without permission
- Refrain from using their phones to contact parents unless . 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

Pupils are not permitted to bring mobile devices into school without prior permission for specific purpose. It is unlikely that a mobile phone will ever be required as the school land line may be used on behalf of pupils for example reassurance that a parent was well/safe or vice versa for a parent to contact a pupil within the school day.

Any devices will be kept in the office to be collected by parents at the end of the day

### 4.1 Sanctions

Any devices will be kept in the office to be collected by parents at the end of the day

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) if they have reason to believe the phone is being/has been used to commit an offence or cause personal injury.

## 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 school performance), 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 verbally when they sign in at reception or attend a public event at school such as before a play or performance.

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.

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

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 office and will be the responsibility of the Headteacher until collected.

Lost phones found on site should be returned to the 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: 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.