

Sidlesham Primary School



Mobile Phones Policy

Spring 2024

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Contents

1. Introduction and aims
2. Roles and responsibilities
3. Use of mobile phones by staff
4. Use of mobile phones by pupils
5. Use of mobile phones by parents, volunteers and visitors
6. Loss, theft or damage
7. Monitoring and review
8. Appendix 1: Mobile phone information slip for visitors
Appendix 2: Permission form allowing a pupil to bring their phone to school

1. Introduction and Aims

At Sidlesham 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.

All staff, volunteers, or anyone else otherwise engaged by the school, must follow this policy and alert a DSL/DDSL if they witness, or are aware of, a breach of this policy

The Designated Safeguarding Lead (DSL) is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Our Designated Safeguarding Lead is **Mrs Sam Norton**. Our Deputy Safeguarding Leads are Mr James Blake-Lobb, Miss Sophie Harwood and Mr Allen.

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 use their phone for personal use 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. 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 (01243 641238) 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 guidance on data protection can be found in the school's Data Protection Policy and the 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. We recognise that some members of staff are also parents at the school so if contact details are shared, this should be done with caution and clear understanding on both sides of the policies and boundaries by which the member of staff is bound.

Staff must avoid publicising their contact details on any social media platform or website, wherever possible to avoid unwanted contact by parents or pupils. If staff have alternate employment/business, using a separate phone number or a separate email may be advisable.

Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so.

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
- CPOMS Authentication

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 School Mobile Phone

The School Mobile Phone is intended for use on off-site visits and to be used only when absolutely necessary.

Only authorised staff are permitted to use the school phone, 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 discipline policy for more information.

4. Use of Mobile Phones by Pupils

Children are not allowed to bring a mobile phone to school. Where exceptional circumstances permit, the phone must be stored in the school office for the duration of the school day.

Exceptional circumstances may include, but are not limited to:

- Travel to and from school alone
- Are a young carer
- Attend before or after-school where a mobile phone may be required to contact parents/carers

4.1 Sanctions

If a pupil is in breach of this policy:

Their mobile phone will be confiscated under sections 91 and 94 of the Education and Inspections Act 2006. They can be collected by their parent at the end of the school day.

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 (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
- 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 and are stored securely when not in use (in 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 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.

Information regarding this is on display in our school reception and this policy is available to view on our school website.

Lost phones should be returned to the Headteacher. 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 on 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: mobile phone information slip for visitors

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. If attending a school function e.g. concert, Celebration Assembly you may take a photo of your child but please be aware if there are photos of other children/adults/staff in the photo, these should not be posted on any social media website or shared with others.
- 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.

Appendix 2: Permission form allowing a pupil to bring their phone to school

Pupil Details	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. Mobile phones must be kept in the school office securely during the school day.

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

For school use only

Authorised by:

Date: