

EDWARD PEAKE C of E (VC) MIDDLE SCHOOL



Mobile Phone Policy

Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Use of mobile phones by staff	3
4. Use of mobile phones by pupils	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage	5
7. Monitoring and review	6
8. Appendix 1: Code of conduct/acceptable use agreement for pupils	7
11. Appendix 4: Template mobile phone information slip for visitors	7

1. Introduction and aims

At Edward Peake C of E (VC) Middle 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: safeguarding and child protection; code of conduct for all adults; ICT acceptable use and E-Safety; Data Protection and Behaviour for Learning.

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 during Covid-19 restrictions.

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, especially during lessons. 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). The use of mobile phones will be allowed in the temporary staffrooms. Staff should ensure the staffroom doors are shut at all times.

Mobile phones should be stored safely in classrooms, cupboards or bags. Staff will not have full access to lockers during Covid-19 restrictions. Mobile phones should not be used in classrooms. Please ensure mobile phones are set to silent. Staff who have access to lockers should lock mobile phones away

Please refer to the school mobile phone policy for further guidance. Please be aware the procedure for pupil mobiles (section 4) has been modified to account for the new school procedures.

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 01767 314562 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 data protection policy or ICT acceptable use policy.

3.3 Safeguarding

Staff must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils unless the need to do so is agreed in writing with the Headteacher. However, it is acknowledged that staff may have genuine friendships and social contact with parents or carers of pupils, independent of the professional relationship. Staff should, however, inform the Headteacher of any relationship with a parent/carer where this extends beyond the usual parent/carer/professional relationship; advise the Headteacher of any regular social contact they have with a pupil or parent/carer, which could give rise to concern. Please see Section 8 of the 'Code of conduct for all adults'.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff should not use their mobile phones to record meetings either via video apps or audio files unless express permission is provided in writing by all parties.

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

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

Current mobile phone procedure for KS2 and KS3

Mornings

Handed into tutors using mobile phone wallets.
The tutor holds the bag and pupils drop in their individual bags.
The bag is transferred to the office for safe keeping.

Afternoon

KS2
Bags are delivered to class teachers by the admin staff.
The class teacher will distribute the phones to pupils.

KS3
The bags are collected from the main office and the form tutor will distribute the phones to pupils

*Subject to change due to Covid 19 protective measures.

Normal procedure outside of Covid-19 restrictions

Pupils may bring a mobile phone into school but these MUST be handed in for safe keeping during registration time. Pupils should turn their phones off on entering the school gates and may not turn them on again until they have left the school grounds. All phones clearly labelled or placed in a wallet/envelope with the pupil's full name and class. Phones will be stored securely and can be collected at the end of the day from the Megahall.

4.1 Sanctions

If a pupil is found to have a mobile phone which they have failed to hand in, the phone will be confiscated and stored securely. The phone will be returned to a parent/carer only and the pupil will be expected to attend an after school detention, in line with our Behaviour for Learning Policy.

School staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) if we 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. Staff may take advice from The Access and Referral Hub (0300 300 8585) and/or the police depending on the situation.

If a phone is searched, there will be two members of staff present and in most situations, also the owner/user of the phone. If a member of staff finds inappropriate content on a phone, or if they suspect inappropriate behaviour, this will be reported to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead without delay. The Access and Referral Hub and/or the police will be contacted. Please see Safeguarding and Child Protection Policy.

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
- 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 and provided with a summary of the rules 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 clearly labelled or placed in a wallet/envelope with the pupil's full name and class. All phones must be turned off, and handed in during morning registration. Phones will be stored securely and can be collected at the end of the day from the Megahall.

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 during school visits or trips (if not handed in) or on school transport, or while pupils are travelling to and from school.

Confiscated phones will be stored securely.

Lost phones should be returned to the front 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

Signed _____
Chair of Governors

Date approved: September 2020

Review date: July 2023

8. Appendix 1: Pupil agreement for bringing a mobile phone to school.

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

1. Phones must be switched off (not just put on 'silent') as soon as you arrive at school.
2. All mobile phones must be clearly labelled with your full name and class.
3. Phones must be handed in during morning registration and collected at the end of the day from the megahall. Do not turn them on until you have left the school site.
4. 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 for learning policy and will be dealt with accordingly.

9. Appendix 4: Mobile phone information for visitors (as part of Safeguarding Leaflet 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.