



MOBILE PHONE POLICY

ABSTRACT

Outlines how the school considers safeguarding risks and outlines what we view as the safe and proper use of mobile phones by staff, children, parents/carers and visitors.

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| APPROVED | Chair / Headteacher |
| POLICY DATE | Summer 2023 |
| REVIEW | Autumn 2025 |

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1. Introduction and aims

At Grange Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers and volunteers
- Support the school's other policies, especially those related to safeguarding, 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 (DSL) and the Deputy Designated Safeguarding Leads are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Chair of Governors will review the policy with the Headteacher and SLT.

3. Use of mobile phones by staff

Staff are free to use their mobile phones during their break and lunchtime but this must be done away from the children. If on the school premises, the staffroom should be used. Staff are free to use their mobile phones off the premises in their cars or outside of the school gates.

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 staffroom).

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
- Where they are awaiting a call from a doctor, consultant, dentist or other health professionals

The Headteacher will decide on a case-by-basis whether to allow for special arrangements and the staff member will be notified as to the Headteacher's decision and where such phone call can be taken.

If special arrangements are not deemed necessary, school staff can use the school office number 0207 4765146 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard)

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

These details can be found in the school's online safety policy

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 will contact the school and provide updates which the school will then share with parents

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/carers. 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

Children at Grange Primary School are not permitted to bring mobile phones to school under any circumstances.

Parents/carers who wish to provide their child with a mobile phone to bring to school, must first contact the school office on: 0207 476 5146 and request an appointment with the Headteacher to discuss the matter.

The Headteacher reserves the right to grant the requests of the parent or carer but the child's phone must be handed in to the school office on arrival at school and collected at the end of the school day or club, whichever is the later.

4.1 Sanctions

Pupils who are granted permission to bring their mobile phone to school are expected to adhere to the above rules. The following sanctions will apply if a pupil is in breach of this policy.

For example:

- Phones will be confiscated? (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If the phone is confiscated, the child's parent or carer will have to collect the phone from the school office.
- The Headteacher reserves the right to revert back to the original policy and determine that the previous agreement with the parent/carers no longer applies.
- If the child brings the mobile phone to school again, it will be confiscated and returned to the parent/carers at the end of the school term.
- A child who brings a mobile phone to school will receive a red behaviour and a blue letter will be sent home to the parents/carers to explain why.

Whilst staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation, they will only confiscate a phone and hand to the school office and notify the DSL/DDSLs.

Where staff have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or because personal injury must not view the phone, but must hand the phone to the school office and immediately notify the DSL/DDSLs using the Safeguard system.

Staff who find inappropriate content on a phone, or if suspect inappropriate behaviour can confiscate the child's phone, hand in to the school office and notify the DSL/DDSLs using the Safeguard system.

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)
- Up skirting
- 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/carers, volunteers and visitors

Parents/carers, 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
- Not using phones when attending Stay and Play sessions and The Big Read in the EYFS

Parents/carers, 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 and will be provided with a summary of the rules.

Where the event takes place weekly, e.g. Stay and Play, parents/carers will be reminded of the rules regarding mobile phones, at the start of each session

The summary will also be placed on the parents'/carers page of the school website.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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/carers 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 who have permission to bring phones to school:

Pupils bringing phones to school must ensure that phones are appropriately labelled and are handed in to the school office who will store them in a box and lock all phones away in the school safe.

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.

Parents/carers will be notified of this by accessing the policy on the website in the parents'/carers section as well as in the policies section on the website.

The disclaimer will also be on the mobile phones summary sheet available from the school office.

Confiscated phones will be stored in the school office in a secure location/locked cabinet.

Lost phones should be returned to Mrs S Akhter. 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/carers 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

This policy should be read in conjunction to other policies which seeks to safeguard staff, children, parents/carers and visitors

Policies

Safeguarding & CP

Behaviour

Online Safety

Anti-Bullying

8. Appendix 1: Acceptable Use Agreement for Pupils

Acceptable use agreement

"I agree not to bring a personal mobile phone to school or on school trips/visits unless the Headteacher has given me written permission to do so."

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your 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. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 3: Permission form allowing a pupil to bring their phone to school

Use this form if you don't normally allow pupils to bring their phones to school, but are granting an exception.

It should be signed by parents/carers. In secondary schools, it may also be appropriate to get pupils to sign.

| 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
- Are attending a school trip or residential where use of mobile phones will be allowed
- 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, and its acceptable use agreement.

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: | |

11. Appendix 4: 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 front lobby by the school office or outside in the front courtyard
- 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/website.



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