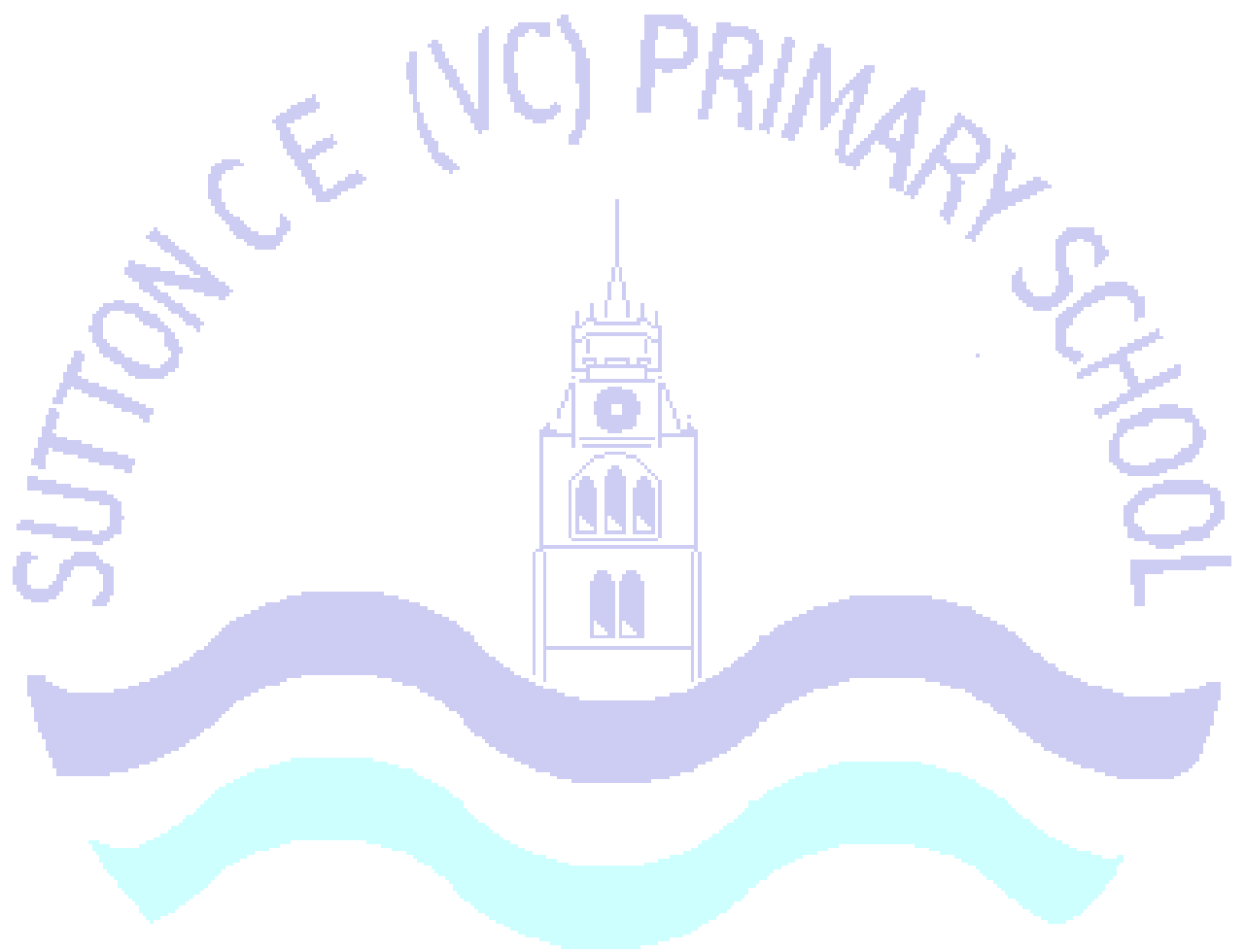




Sutton CE (VC) Primary School

Mobile Phone Policy

May 2023



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.....	5

1. Introduction and aims

At Sutton CE VC 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, including our Safeguarding Policy, Internet Safety Policy and Behaviour Policy.

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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors have a responsibility to notify the Headteacher or a member of the SLT if they become aware of a breach of this policy.

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 – the Staff Room, School Office and Headteacher's Office.

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
- In the case of an emergency either inside or outside the school

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 (01353 778351) 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. For further information, please see the *Data Protection Policy and ICT 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.

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.

Staff may only use personal mobile phones to access the internet in non-contact time, and in areas of the school where pupils are not present – the Staff Room, School Office and Headteacher's Office.

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

As school mobile phones are usually provided in the above situations, staff should only use their personal phones if a school mobile is not available for some reason, or it is an emergency.

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

4.1 Pupils with personal mobile phones

Pupils are discouraged from bringing mobile phones to school in most circumstances. In exceptional circumstances, where this is requested in writing from parents, this may be acceptable. For example, when children are travelling to school by themselves, or are young carers who need to be contactable. Phones must be handed in to the School office at 9.00am and collected at 3.20pm or 4.30pm if the owner is attending an After Hours Club. Phones will be kept in a locked cupboard for the duration of the school day. Phones will not be permitted to be brought on Educational Visits, including Residential, unless in exceptional circumstances.

Pupils must adhere to the school's acceptable use policy for mobile phone use (see appendix 1).

4.2 Sanctions

Should a teacher or teaching assistant become aware that a pupil has a mobile phone during the school day, the phone should be taken to the School office for safe-keeping. The pupil must be warned that this must not re-occur. Should it do so, the pupil's parents must be informed, and appropriate sanctions considered. If a member of staff suspects that the phone has been used to take inappropriate images or *has been used to commit an offence or cause personal injury*, the staff member must take the phone and the pupil to the Headteacher, who will investigate further.

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

4.3 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. Volunteers who are regularly working in school will be given a copy of this policy, along with other school policies at their induction meeting.

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.

5. Loss, theft or damage

Pupils bringing phones to school must have submitted a written request from a parent with a valid reason for bringing the phone to school, and must ensure that phones are appropriately labelled, and are handed in for storage securely in the School office when not in use.

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.

Confiscated phones will be stored in the school office in a locked cupboard.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

6. 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.