



MOBILE PHONE POLICY



Contents:

Contents:	2
1. Introduction	4
2. Relevant Guidance:	4
3. Roles & Responsibilities	5
3.1 Headteacher:	5
3.3 Staff:	5
3.4 Volunteers:	5
4. Use of mobile phones by staff:	5
4.1 Personal mobile phones	5
4.2 Data protection	6
4.3 Safeguarding	6
4.4 Using personal mobiles for work purposes	6
4.5 Work phones	7
4.6 Sanctions	7
5. Use of mobile phones by pupils	8
5.1 Use of smartwatches by pupils	8
5.2 Sanctions	8
6. Use of mobile phones by parents/carers, volunteers and visitors	10
7. Loss, theft or damage	11
8. Monitoring and review	12
9. 'Sixcess' Christian Value Links	13
9.1 Respect:	13
9.2 Responsibility:	13
9.3 Compassion:	13
9.4 Perseverance:	13
9.5 Truth and Trust:	13



9.6 Justice and Forgiveness:

10. Appendix 1: mobile phone information slip for visitors



1. Introduction

At St. Edmund's CofE Primary & Nursery School, we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant Guidance:

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education



3. Roles & Responsibilities

3.1 Headteacher:

The headteacher is responsible for monitoring the policy every 1 year, reviewing it, and holding staff and pupils accountable for its implementation.

3.3 Staff:

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.4 Volunteers:

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.

4. Use of mobile phones by staff:

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, 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 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 personal reasons. For instance (this list is non-exhaustive):

- > 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 [01623 646624] as a point of emergency contact.

4.2 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).

4.3 Safeguarding

Staff must not give 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.

Staff must not use their personal 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.

4.4 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations



4.5 Work phones

During residential visits and trips, 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.
- The phone will be pre-credited with a 'pay as you go' SIM card.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.



5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at break-times and at lunchtimes.

Pupils may bring their devices to school for safety elements, but then should place them in the allocated box, which is then stored correctly in the school office. Phones should be switched off until the end of the day.

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

The school adopts the same principles as the mobile phones.

5.2 Sanctions

if a pupil is in breach of this policy:

- Mobile phones can be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools
- Sanctions for mobile phone use link with our school's behaviour policy



If considered necessary, staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation.

The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

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



6. 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 at 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/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.

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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 their personal mobile during the school day.



7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use, in the school office.

Pupils must secure their mobile 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.

The school will make sure pupils and parents/carers are aware of the disclaimer above by:

- Putting signs up in the school entryway or office
- Provide a copy of your policy and disclaimer to new pupils and parents/carers

Confiscated phones will be stored in the school office in a secure location

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



8. 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 staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.



9. 'Sixcess' Christian Value Links

9.1 Respect:

We treat all members of our school community with respect, including staff, pupils, parents, and visitors. This policy ensures that the use of mobile phones does not disrupt learning, teaching, or the overall school environment.

9.2 Responsibility:

We are responsible for creating a safe and focused learning environment. This policy outlines clear expectations for the use of mobile phones, promoting responsible behaviour and minimising distractions.

9.3 Compassion:

We are compassionate in our approach to enforcing this policy, understanding that individual circumstances may vary. We aim to support and educate our school community, rather than simply punish.

9.4 Perseverance:

We are persistent in our efforts to maintain a positive and productive learning environment. By consistently enforcing this policy, we can ensure that mobile phones are used appropriately and do not hinder the educational experience.

9.5 Truth and Trust:

We are honest and transparent in our communication about the expectations and consequences related to mobile phone use. We trust our school community to adhere to these guidelines.

9.6 Justice and Forgiveness:

We are committed to fairness and equity in the application of this policy. We believe in the importance of restorative justice and offer opportunities for reflection and learning when necessary.

By upholding these Christian values, we strive to create a school culture where technology is used responsibly and enhances the learning experience for all.



10. Appendix 1: mobile phone information slip for visitors

Use of mobile phones and similar devices 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 staffroom
- 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.



Use of mobile phones and similar devices 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 staffroom
- 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.



Use of mobile phones and similar devices 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 staffroom
- 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.

