



St John's Church of England Primary School

Finding the light in ourselves and each other

Inspired by the Gospel according to John (chapter 8, verse 12)

Mobile Phones Policy

An aspirational school that encourages every child regardless of their background to 'soar on wings like eagles' in their learning and personal development (Isaiah 40:31)

Approved By	Headteacher
Issue Date	Autumn 2022
Review Date	Autumn 2024

**A truly inclusive school that is built upon the values of
Hope – Joy – Love – Forgiveness – Faith - Goodness**

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 for pupils	7
9. Appendix 2: Permission form for pupils to use mobile phones	8
10. Appendix 4: Template mobile phone information slip for visitors	9

1. Introduction and aims

At St John's Church of England 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, behaviour, online safety as well as our GDPR signed agreements.

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

This policy will be reviewed by the Personal Development, Behaviour and Welfare Committee.

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 any reason, while children are present or whilst in a space where children may be 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 01438 714283 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 take note of the Code of Conduct, GDPR Policy, Acceptable use Agreements and the Home School Agreement.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. For a limited number of staff, sharing personal contact details maybe deemed appropriate if parents are governors, for groups who have access to the school site outside of school hours e.g. After School Provision, Volunteers and the Friends Committee etc.

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.

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

Our school approach to pupils bringing mobile phones to school specifies that there are circumstances where it is appropriate for children to bring in mobile phones, for example:

- Travelling to/from school by themselves
- Young carers who need to be contactable

Although pupils are allowed to bring phones to school, they are not allowed to use them until they are outside of the school grounds. Mobile phones that belong to pupils will be switched off and stored safely away in either the classroom or the office.

4.1 Sanctions

If a pupil is in breach of this policy then the following sanctions may apply:

- Under sections 91 and 94 of the [Education and Inspections Act 2006](#), schools are permitted to confiscate phones from pupils.
- If they are confiscated, a named contact on the schools database will be responsible for collecting the phone and will be invited in to school immediately.
- Depending on the nature of how the policy has been breached, permission to bring in a mobile phone maybe removed

School 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 to search a pupil's phone 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.

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 assembly), 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 during school hours, unless in a designated room where children are not present e.g. staffroom.

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.

All volunteers/visitors will sign an acceptable use agreement, which provides further information.

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.

*We understand if parents/visitors are using their phones at drop-off and collection times on the school site, however, if it appears that you are taking a photo or video footage then a member of staff will check with you how you have used your phone and will ask you to delete any images/video recording if that has taken place without permission. If you refuse to co-operate then the police will be contacted and your details shared. Our first priority is always the safeguarding of our children, but it is also your responsibility to safeguard yourselves.

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.

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.

Pupils and parents are made aware of the disclaimer above because:

- Disclaimers are included in our permission form for bringing a phone to school
- Our policy and disclaimer is made available on our website.

Confiscated phones will be stored in the safe that is in the Headteacher's Office.

Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage.

Lost phones should be returned to a member of the Office, who 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
- Feedback from governors, although this policy does not require their approval
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Appendix 1: Code of conduct for pupils

Code of conduct

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

1. You may not use your mobile phone whilst on the school site regardless of the day/time.
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. 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 policy and will be dealt with accordingly.

9. Appendix 2: Permission form for pupils to use mobile phones

PUPIL DETAILS	
Pupil name:	
Date:	
Class:	

REASON FOR BRINGING PHONE ON TO THE SCHOOL SITE

Pupil agreement

I understand that I am not allowed to use my phone at any time whilst on the school site.

If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

Pupil signature: _____

Parent signature: _____

The school has agreed to allow _____ to bring his/her mobile phone to school because he/she:

- Travels to/from school alone
- Is a young carer
- Attends before or after-school where a mobile phone may be required to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

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

*a signed and authorised copy of this form will be returned to the parent for your records

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. 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 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 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 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 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 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 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 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.
