



## Mobile Phone Policy



## Harefield Primary School

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## 1 Introduction and aims

At Harefield 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 & safeguarding, acceptable use of IT 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

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

## 3 Use of mobile phones by staff

- Personal mobile phones: Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to have their mobile phones on their person or use their mobile phones while children are present or during contact time.
- Staff must ensure that mobile phones are securely stored away during contact times.
- Use of personal mobile phones must be restricted to break or lunch times, and to areas of the school where pupils are not present (such as the staff room or in one of the school offices).
- Members of the Senior Leadership Team are permitted to use their personal mobile phones during contact hours for school related business (e.g. contact with MASH) but must not use their phones in the presence of pupils.
- School staff must give the school's telephone number to their next of kin and for contact in an emergency.
- Office staff will then speak directly with the member of staff in receipt of an emergency and cover for the member of staff will be arranged immediately.
- Data protection: Staff must not use their personal mobile phones to process personal data, or any other confidential school information. (See Data Protection and acceptable use of IT - staff policies)
- Safeguarding: Staff must not from give 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 personal mobile phones to take photographs, recordings of pupils, their work or anything else pertaining to school business. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must only be done using school equipment.
- 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: Supervising off-site trips; Supervising residential visits; A school mobile phone should be taken as the main point of contact for school trips and residential visits. Where larger numbers of pupils leave the school site staff may take their personal mobile phone. 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 directly contact parents. If necessary, contact must be made via the school office
- 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. Have and use a personal mobile phone for personal use not connected with school business
- 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

- Pupils are not permitted to have mobile phones at school unless they have completed a Mobile Phone Permission Agreement.
- Only Y5 & Y6 pupils are permitted to bring mobiles phones to school if they are travelling to or from school by themselves. Exceptions may be made for this if there is explicit written permission provided by the parent and the phone is required for personal safety or due to a safeguarding issue.
- Pupils must hand their mobile phones into the school office as soon as they arrive on the school site – they are not permitted to take them anywhere else in the school building.
- The phone must be switched off and handed in to the school office first thing in the morning and collected from them by the pupil at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned to the pupil's parent/carer at the end of the day.
- Where mobile phones are used in or out of school to bully or intimidate others, the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' (Please see the behavior policy)
- Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).
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#### 5 Sanctions

If a pupil is in breach of this policy:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Confiscated phones must be collected by a parent/carer at the end of the school day from the school office.
- Pupils will receive a sanction in line with the behaviour policy.

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 a pupils' phone to be searched if they 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

## 6 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 an opportunity has been agreed by a member of the Senior Leadership Team to photograph their own child. Any photographs are for personal use only, and must not be posted on social media.
- Not using personal mobile phones in the presence of pupils during school hours. Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend an event at school.

Parents or volunteers supervising school trips visits must not:

- Use their phone during the times when they are supporting on a trip
- Use their phone to make contact with other parents
- Take photos or recordings of pupils or their work unless this is on an agreed school device (eg iPad or camera)

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.

## 7 Loss, theft or damage

Y5 and Y6 pupils bringing phones to school must ensure that phones are handed in at the school office on arrival at the school site and collected from the school office at the end of the school day. 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

## 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 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



## Appendix 1: Code of conduct/acceptable use of phone agreement for pupils

You must agree to follow the school rules if you bring your mobile phone to school:

1. Only pupils in Y5 & Y6 are permitted to bring mobile phones to school if they are travelling to or from school by themselves
2. Phones must be switched off (not just put on 'silent').
3. You must hand your phone into the school office as soon as you arrive on the school premises.
4. You may not use your mobile phone on the school premises. This is to protect the privacy and welfare of other pupils.
5. You must not take photos or recordings (either video or audio) of school staff or other pupils in their school uniform for any purposes
6. Avoid sharing your contact details with people you don't know, and do not share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - ❖ Email
  - ❖ Text/messaging app
  - ❖ Social media
9. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
11. Do not 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.
12. You must comply with a request by a member of staff to switch off or hand over, a phone. Refusal to do this is a breach of the school's behaviour policy.



## Appendix 2: Permission form allowing a pupil to bring their phone to school

Please only hand this permission slip in at the school office.

PUPIL DETAILS	
Pupil name	
Year group	
Class	
Parents/Carers name(s)	

The school has agreed to allow pupils in Y5 and Y6 to bring their mobile phone to school because they travel to or from school by themselves:

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/acceptable use agreement.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pupil signature: \_\_\_\_\_



## Appendix 3: Template mobile phone information slip for visitors

### Visitor Mobile Phone Policy



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 one of the school offices

Do not take photos or recordings of pupils or staff

Do not use your phone in lessons, or when working with pupils. If supporting on a school trip you must not use your mobile phone during the times when you are volunteering.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds or on a school trip.

A full copy of our mobile phone policy is available on the school website or from the school office.