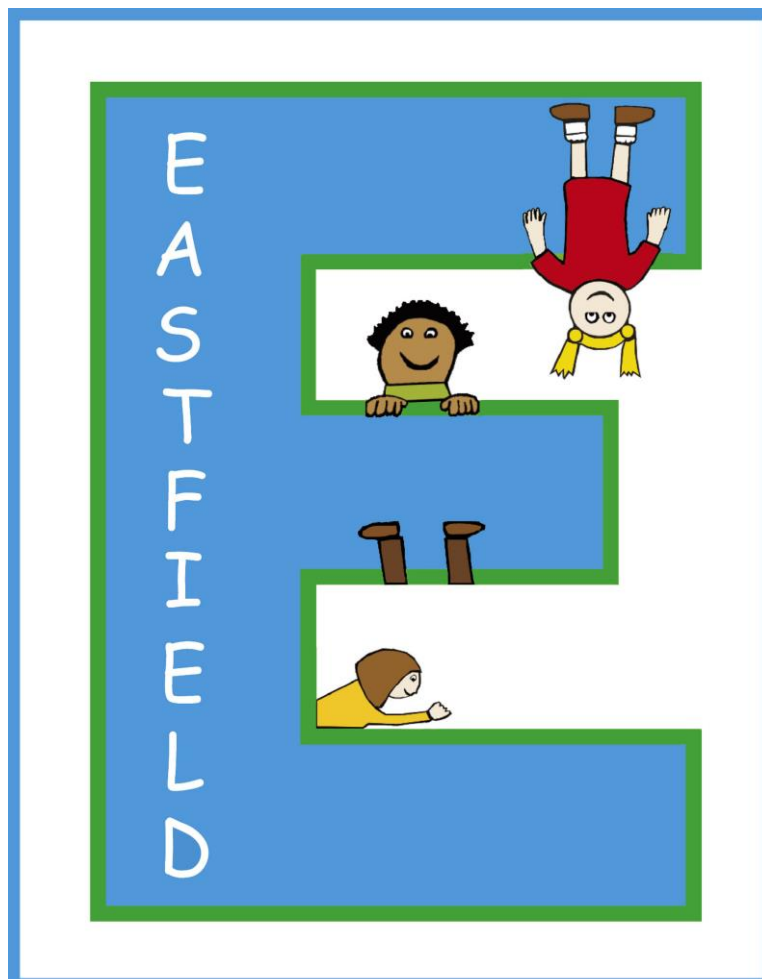


# Eastfield Primary School

## Mobile phone policy



<b>Approved by:</b>	Sarah Hay	<b>Date:</b> 09/09/2024
<b>Last reviewed on:</b>	New policy	
<b>Next review due by:</b>	September 2025	

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## 1. Introduction and aims

At Eastfield 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 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 Head Teacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

## 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, on school premises while children are present on site. 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). All staff mobile phones must be locked away in staff lockers / school office drawers.

School staff should use the school office number 01902 558604 / school email [office@eastfieldpri.co.uk](mailto:office@eastfieldpri.co.uk) 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.

Please refer to the school's data protection policy and the ICT acceptable use policy.

### **3.3 Safeguarding**

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must not publicise 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, usually an iPad.

Please refer to the school's safeguarding policy, staff code of conduct and the staff handbook.

### **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

Please refer to the school's Education Visits Policy

Staff are allowed to have their personal mobile phone when supervising residential visits or school trips for emergency use only. Visit Leaders take a school iPad on school visits, where they can access pupil information.

On school visits / residential, 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 / visit office

### **3.5 Work phones**

Some members of the 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

We discourage pupils bringing mobile phones into school. However, we understand that some Y5 / Y6 pupils travel to school by themselves and some Y5 / Y6 pupils are young carers who need to be contactable.

Any parent of a child in Year 5 or Year 6 who requests that their child brings their mobile phone into school must put this request in writing to the Deputy Head Teacher, Mrs Bird, detailing the reasons why the phone is necessary. If the request is granted, then the child will be allowed to bring the phone to the school office before school and must collect the phone from the main office after the school day has finished.

The parent is then expected to sign the permission form from Appendix 1.

The Deputy Head Teacher and /or classroom teacher will meet with the child and explain these expectations, with the child signing the agreement form (Appendix 1).

Pupil phones will be stored in a locked drawer in the school office. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.

Children are not allowed to bring mobile phones into any other areas of the school.

### 4.1 Sanctions

Any breach of the school's mobile phone policy by a pupil will trigger disciplinary action in line with the school behaviour policy and will result in the confiscation of their device.

Any mobile phones discovered to have been brought into the school and not handed in to the office will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.

Children are not allowed to carry mobile phones on any school trips.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. The school will follow its safeguarding policy and procedures.

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 you to search a pupil's phone if you 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. We will follow DfE guidance [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](#)

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

## 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 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.

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

- Use their phone to contact 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.

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.

## 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.

A copy of this policy and disclaimer will be given to all parents who request for their child to bring their mobile phone into school.

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

Lost phones should be returned to the school office. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisation

## Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

The school has agreed to allow the pupil above to bring their mobile phone to school because they (please tick):

- Travel to and from school alone
- Is a young carer
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents
- Other reason – please detail here

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones and must bring the phone to the school office before school. The school reserves the right revoke permission if pupils don't abide by the policy.

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

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	