





# Mobile Phone Policy

## Policy Review

This policy was adopted and agreed by the Governing Body on 22nd September 2022 and will be reviewed in full by the Governing Body every year.

It is due for review in the Autumn 2023.

Signature  Interim Executive Headteacher Date: 22nd September 2022

Signature  Chair of Governors Date: 22nd September 2022

## **Revision Record**

Revision No.	Date Issued	Prepared By	Approved	Comments
1	19 <sup>th</sup> September 2022	SF	FGB	<b>The Key model policy.</b> Personalised for the school – names, roles, procedures.
2				
3				

***All the governors and staff of Holy Cross Catholic Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.***

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## 1. Introduction and aims

At Holy Cross Catholic 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: Staff Code of Conduct; Child Protection Policy; Safeguarding Policy; Online Safety 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 Interim Executive Headteacher, Sharon Freeley, is responsible for monitoring the policy every year, 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, while children are present. Use of personal mobile phones must be

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restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room or empty classroom).

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:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For exceptional home circumstances

Prior permission for special arrangements should be sought from the Senior Leadership Team, and a decision will be made on a case-by-case basis. If special arrangements are not deemed necessary, school staff can use the school office 01983 292885 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.

Use of the internet via school equipment e.g. laptops, tablets, PCs, must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. (Online Safety Policy)

Passwords must not be stored for any application related to school e.g. CPOMS.

### **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 (including volunteers, contractors and anyone else otherwise engaged by the school) must not use their mobile phones to take photographs or recordings of pupils, or anything which could identify a pupil. The taking of photos or recordings in order to share learning on one of the school's social media platforms (school website, Facebook/Instagram page, newsletter etc.) must be done using school equipment.

The taking and recording of images in 'mobile free' areas, such as Changing Rooms and Toilets, is strictly prohibited and must be observed at all times.

Staff may use personal mobile phone to take photographs to share good practice e.g. children's work, display boards, classroom environment. However, pupils must not be present when photographs are taken, and staff must not identify pupils e.g. publishing full names next to work.

Holy Cross Catholic Primary School uses some apps and programmes that require the use of a member of staff's mobile phone. This includes, but is not limited to: CPOMS (Child Protection Online Management System), a software solution for monitoring Safeguarding, wellbeing and all pastoral issues that requires the use of a member of staff's mobile phone; access to school emails. It is appropriate to use mobile phones in these circumstances to access school apps and programmes.

### **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:

- For contact with the school office, either in an emergency or administration reason
- In the case of reporting an ill child or adult, or requesting First Aid support
- To request SLT support for behaviour
- To record incidents on the school Child Protection Online Monitoring System (CPOMS)
- Emergency evacuations

- When supervising off-site trips and residential visits, staff will make the school mobile contact details available to parents rather than their own personal number

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

Staff, Volunteers and Student Teacher are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting unless authorised by a member of the SLT.

### 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.

The use of a designated work mobile is promoted as it is

- an effective communication aid, enabling text, email messages and calls to be made and received when working from home or school
- a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours

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
- Personal calls are not permitted to be made on the work mobile, other than in agreed exceptional circumstances

### 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 also recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore, pupils are only allowed to bring a mobile to school in the following circumstances:

- Pupils walking to or from school by themselves (Year 5 & 6 with written permission)
- Pupils who bring phones to school are not permitted to use them during the school day, including during lessons, breaktimes, clubs before or after school, or any other activities organised by the school. The phone is left at the owner's own risk and school is not responsible for loss or damage
- Pupils who bring phones to school must store them, switched off, in their bag. Staff will not collect or store pupils' mobile phones during the day, pupils are responsible for their own phones
- Pupils are not allowed, in any circumstance, to use a mobile phone during school day off-site educational visits. Where a pupil brings a mobile phone on a school visit, for example, because they are walking to or from school by themselves, it should be switched off and stored in their bag during the entire trip

- Pupils are not permitted to take mobile phones on residential visits

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

## 4.1 Sanctions

If a pupil is in breach of this policy, the Interim Executive Headteacher, Head of School or School Business Manager will confiscate the phone and request a parent collect it from the school office. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

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 school staff to search a pupil's phone 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.

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children (sometimes known as nude or semi-nude images), pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

Staff should never intentionally view images, and must never copy, print, share, store or save such images. The member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response. The designated safeguarding lead should follow the guidance in paragraph 57 and paragraphs 72-79 of [DfE's guidance on searching, screening and confiscation](#)

Holy Cross Catholic Primary School follows best practice which only allows staff members who have been authorised by the Interim Executive Headteacher to conduct searches for, and confiscate, specific items e.g. mobile phones, or all banned items, and to search pupils' phones.

Under law, the person carrying out the search must be the same sex as the pupil being searched and there must be another member of staff present as a witness to the search - they don't have to be the same sex as the pupil.

All searches should immediately be recorded on CPOMS. The DSL should be involved, without delay, if the search has revealed a safeguarding risk.

If the DSL (or DDSL) finds any evidence that a child is at risk of harm, they should make a referral to children's social care services immediately.

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 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 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.

## 6. Loss, theft or damage

Pupils bringing phones to school must store them, switched off, in their bag. The phone is left at the owner's own risk and school is not responsible for loss or damage.

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.

To ensure pupils and parents are aware of the disclaimer above, it is included in the permission forms for bringing a phone to school.

Confiscated phones will be stored in the Senior Leadership Team's office in a locked cupboard. The cupboard is only accessible to the Interim Executive Headteacher, Head of School and the School Business Manager who will be responsible for them until they are collected by a parent.

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 organisations

## 8. Appendix 1: Acceptable use agreement for pupils/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 named above to bring their mobile phone to school because they travel to and from school alone.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and this acceptable use agreement.

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

### Acceptable use agreement

Only pupils walking to or from school by themselves are permitted to bring a mobile phone to school (Years 5 & 6 only).

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

1. You may not use your mobile phone at any time during the school day, including during lessons, breaktimes, clubs before or after school, or any other activities organised by the school.
2. Phones must be switched off (not just put on 'silent') and stored in your bag. The phone is left at the owner's own risk and school is not responsible for loss or damage.
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, inside or outside of school, without their consent.
5. You may not, in any circumstance, use a mobile phone during school day off-site educational visits. If you bring a mobile phone on a school visit, because you are walking to or from school by yourself, it should be switched off and stored in their bag during the entire trip.
6. You may not take a mobile phone on a residential visit.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
8. Don't share your phone's passwords or access codes with anyone else.
9. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via email, text, messaging app or social media.
10. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
11. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.

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

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