



## Policy for the use of mobile phones

### Aims

At St Mary Magdalene we recognise that mobile technology, including smart phones and watches, 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 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

### ROLES AND RESPONSIBILITIES

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 Designated Safeguarding Lead is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

### 1. ALL USERS

1.1 Users bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device.

1.2 It is the responsibility of all members of staff to be vigilant, challenging inappropriate behaviour if appropriate and report any concerns to a senior member of staff and/or following safeguarding procedures as required.

1.3 Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy

## **2 STAFF ON SCHOOL PREMISES**

2.1 Staff are required to place their mobile phones in a place that would reasonably be deemed as secure and inaccessible by pupils once the children have started their day.

2.2 Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

2.3 Smart watches can be worn by staff in school, but must not be used for anything other than telling time.

2.4 Staff are not permitted to be using their mobile phone, or have it readily available for use, whilst in the vicinity of children, regardless of contact/non-contact times.

2.5 Staff are permitted to use their mobile 'phones and to access additional features of their smart watches during breaks but only when completely away from children e.g. the staffroom or classroom if empty.

2.6 Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.

2.7 Staff should report any usage of mobile devices that causes them concern to the Headteacher, or in the case of the Headteacher causing concern, report this to the Chair of Governors.

2.8 When unavoidable, staff may arrange to receive urgent calls on the school's landline during the school day. Permission for this to happen should be sought from the Head Teacher prior to arrangements being made with office staff, who as appropriate will notify the member of staff if a call is received. Alternatively, and by mutually agreed arrangements, in such a case of emergency, staff may choose to leave their mobile phone with office staff.

2.9 When contact is needed with parents, staff should use the school landline as much as possible. When working from home (eg PPA) staff must ensure 141 is used before any call is made to protect the staff member's privacy.

2.5 The exemptions to all of the above clauses are the Head Teacher, Deputy Head Teacher and SLT, who should, whenever possible, be in possession of their mobile phones so that they may act and make appropriate contacts in the case of an emergency, however, this should be done away from children and visitors. They can use their personal devices in situations where school devices are not available to hand and agree to remove pictures as soon as possible.

2.6 Staff are informed of this policy upon Induction.

## **3. STAFF OFFSITE (visits, trips etc)**

3.1 All offsite activities require staff to be in possession of fully charged mobile phones to be used in the event of any of the circumstances outlined within the risk assessment occurring.

3.2 It is good practice for the visit leader to contact the Head Teacher when the party have safely arrived at their destination and again as they are departing.

3.3 Occasionally, such as in the event of traffic delaying return, it is necessary for the visit leader to contact the Head Teacher in other circumstances.

3.4 In the event of an emergency, the visit leader may need to contact a parent. The office should do this whenever possible, if this is not possible eg after hours trip, the visit leader would call using 141 to protect their personal number.

3.5 Other than those circumstances outlined above, the direction provided in Section 2 should be respected, including the appropriate actions being taken if accompanying adults fail to adhere to this policy.

## **SANCTIONS**

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

## **4 PARENTS AND VISITORS**

4.1 Parents, visitors and volunteers (including governors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

4.2 Parents, visitors are not permitted to use their mobile phones when in contact with the children in the school, they should be kept out of sight of children at all times

4.3 Parents, visitors may only use any photographs or recordings for personal use only, and not post on social media without consent

4.3 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

4.4 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.

4.5 Should they need to take or make a call, visitors are asked to be discreet and respectful, moving completely away from the children and wherever possible into a private room. Staff must not hesitate to ensure that this happens, even if a call has already begun.

4.6 Staff should report any usage of mobile devices by parents or visitors that causes them concern to the DSL or Headteacher.

4.7 On the playground, staff will intervene, if it was felt that a parent was using a phone to take photos or video footage of parents, staff or children on the school site.

## **5 WHOLE SCHOOL EVENTS (ASSEMBLIES, PRODUCTIONS etc)**

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.

5.1 Prior to any event commencing and along with other information, parents and visitors are informed of the following;

5.2 Parents and visitors are expected to ensure that phones are turned off or made silent during school events.

5.3 Parents and visitors are requested not to post any photos taken during any school event on any social network site if those images capture any child but their own. They are informed that doing so could be putting other children at risk.

## 6 PUPILS

6.1 Pupils are not permitted to have mobile phones or smart watches at school or on trips.

6.2 If a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school, the phone must be handed in, switched off, to the school office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk). Smart watches are not permitted regardless of permission.

## SANCTIONS

Mobile phones or smart watches brought to school without permission will be confiscated, locked away, and returned to the pupil at the end of the day. Parents will be informed of the incident and it will be logged on My Concern (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

School staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) 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

Any incident that may require the search of a phone will be brought to the attention of a member of SLT, who will speak to the child to gain their consent to search the phone. If the pupil does not agree to the search, staff can still carry out a search for the above reasons only.

An authorised member of staff can search a pupil's when the pupil and another member of staff are present.

### Informing the designated safeguarding lead (DSL)

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a phone has been used for the above reasons.
- If they believe that a search has revealed a safeguarding risk

All searches, including incidents where no items were found, will be recorded on My Concern.

### Informing parents

Parents will always be informed of any search. A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What action the school has taken, including any sanctions that have been applied to their child

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

Where mobile phones or other devices are used in or out of school to bully or intimidate others, then the head teacher 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' - refer to the Behaviour Policy.

## **7 CONTRACTORS AND VISITING WORKERS**

7.1 On entry and signing in to the school, contractors and workmen should be requested to keep mobile phones in their pockets/bags and not use them whilst children are anywhere in the vicinity.

7.2 If it is necessary for contractors/workmen to have their mobile phones to implement their role effectively and they are in the vicinity of children, then they are to be supervised.

7.3 It is the responsibility of all members of staff to be vigilant, challenging inappropriate behaviour if they feel it appropriate to do so, but always to report any concerns to a senior member of staff and/or follow safeguarding procedures as required.

## **8. LOSS, THEFT OR DAMAGE**

8.1 Staff must secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

8.2 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.

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

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

## **9. 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 teachers

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

## 10. DISSEMINATION

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.

## 8. Appendix 1: 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 the staff room

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.

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