



Mobile phone Policy

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Based on:	Model BOAT policy, adapted for St Nicolas and St Mary CE Primary School		

CONTENTS

1. Introduction and aims.....	1
2. Roles and responsibilities.....	2
2.1. Staff.....	2
2.2. Headteacher.....	2
2.3. CEO.....	2
2.4. Trustees.....	2
3. Use of mobile phones by staff.....	2
3.1. Personal mobile phones.....	2
3.2. Data protection.....	3
3.3. Safeguarding.....	3
3.4. Using personal mobiles for work purposes.....	3
3.5. Work phones.....	4
3.6. Sanctions.....	4
4. Use of mobile phones by pupils.....	4
4.1. Sanctions.....	4
5. Use of mobile phones by parents/carers, volunteers and visitors.....	5
6. Loss, theft or damage.....	6
7. Monitoring and review.....	6

1. Introduction and aims

In Bishop Otter Academy Trust (BOAT) we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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 and other smart devices for pupils, staff and visitors including parents/carers and volunteers.
- Support the trust's other policies, especially those related to child protection.
- Support the school policies including child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school and other smart devices, 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.

It is noted that the safeguarding policies for Early Years Foundation Stage (EYFS) must cover the use of phones and cameras in the setting as specified in the EYFS statutory framework. This policy provides additional information that must be adhered to in the EYFS.

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.

2.2. Headteacher

The headteacher is responsible for:

- Adapting this model trust policy as appropriate for the school, consulting with governors if required.
- Reviewing the policy every three years and making any recommendations to the CEO.
- Holding staff and pupils accountable for its implementation.

2.3. CEO

The CEO is responsible for:

- Monitoring the impact and implementation of the policy.
- Reviewing this policy as and when required e.g. In line with DfE guidance at least every three years following consultation with headteacher(s).
- Holding headteachers accountable for its implementation.

2.4. Trustees

The Trustees' Finance, Audit and Risk Committee (FARC) will review this policy at least every three years.

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 or during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present.

At St Nicolas and St Mary's, staff may use personal mobile phones in the following spaces:

- Car park
- Staff Room and Work room
- Office spaces

- Other spaces when children (except own children) are not present e.g. in the classroom before or after the school day.

There may be circumstances in which it is 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 as a point of emergency contact.

- St Nicolas and St Mary CE Primary School 01273 454470

3.2. Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Staff should refer to the trust's Data Protection Policy and IT Acceptable Use Policy.

3.3. Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

Staff who are also a parent/carer must differentiate between their dual roles. E.g. Not use social media platforms for school business; maintain strict confidentiality. Staff who are also a parent/carer must adhere to the trust's staff code of conduct and safeguarding policies at all times.

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.

Staff and other adults must never have phones, cameras or any device capable of taking photos with them in toilet and children's changing areas (e.g. in EYFS and the shower/wet room) whilst children are present. This includes phones in bags and pockets.

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 or security lockdowns.
- Supervising off-site trips including holding services in local churches.
- Supervising residential visits.

Staff should refer to the school's Educational Visit Policy.

Staff may also use personal mobiles for:

- Authentication purposes e.g. for trust/school banking purposes, CPOMS access, etc.
- Messaging colleagues e.g. Colleague WhatsApp group.
- Video/phone calls to other professionals.
- School calendars and emails (provided that it has password / finger or face recognition).
- General use e.g. weather apps, maps, alarms, calculator, playing music, research.
- Medical purposes e.g. continuous blood sugar monitoring.

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/carers. If necessary, contact must be made via the school office.

3.5. Work phones

If 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 trust's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils may only bring a mobile phone to school in line with its policy and with the permission of a member of the senior leadership team.

At St Nicolas & St Mary's CE Primary School:

- Year 5 and 6 may bring a mobile phone to school but it should be switched off on arrival. It then needs to be handed in to the class teacher. This is then stored in the teachers' cupboard or the main office.
- Children may use mobile phones and similar devices for medical purpose e.g. for continuous glucose blood monitoring, in line with an EHCP.
- Children are not permitted to wear smart watches, smart activity trackers (step counters e.g. Fitbit) and similar.
- Children are not permitted to take mobile phones on school trips unless specifically given permission to do so by a member of the senior leadership team. They must not use mobile phones whilst travelling to and from events.

Pupils must adhere to the school's code of conduct for mobile phone use (see below).

4.1. Sanctions

If a pupil breaches the trust/school's policy on mobile phones then:

At St Nicolas and St Mary's:

- A member of staff will confiscate the device (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)).
- The member of staff will report the confiscation to the Senior Leadership Team before the end of the school day and report it on CPOMS.
- The Senior Leader will decide whether to hand the device back to the pupil at the end of the school day or ask the parent/carer to collect the device. This will be reported on CPOMS.
- The Senior Leader will decide whether any further action is required in line with the school's behaviour policy.
- In exceptional circumstances, the headteacher, in the presence of another member of staff or parent/carer may search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools 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.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The trust (and 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, for example, someone's ethnicity, religious beliefs or sexual orientation.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including trustees, 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, worship or performance), 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents/carers 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/carers 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.

Members of staff who are also parents/carers must take additional care to act in line with this policy. If in any doubt, they should seek advice from the headteacher.

Sometimes contractors (and other professional) need to take photographs or films e.g. as part of a building survey. Contractors may do so if:

- If they do not include children.
- They are supervised by a member of staff and/or it is out of hours.

All visitors (including parents and carers) are normally expected to sign in and read an appropriate notice e.g.

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 [insert location].
- 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.

For events where visitors are not required to sign in e.g. assemblies, shows and sports days, a member of the senior leadership team should announce that videos and/or images taken must not be uploaded onto social media or other public platforms.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled/identifiable and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords, pin codes, fingerprint or face authentication 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.

This is made clear to pupils and parents/claimers e.g. on permission for bring a phone to school form.

Confiscated phones will be stored in the school/headteacher's in a locked cupboard.

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

7. Monitoring and review

The trust is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the trust (and relevant 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 trust or other relevant organisations.

Appendix 1: Mobile Phone Code of Conduct for pupils

You must obey the rules below if you bring your mobile phone to school.

Our School Rules

1. Phones must be switched off when you arrive at the school gate.
2. You may not use your mobile phone on the school premises, either before school, during the school day or during after school clubs and activities.
3. If you attend breakfast club or other pre-school activity, or an afterschool club or other activity, your phone must be switched off. It should either remain in your bag or be handed in to the school office or a member of staff.
4. When you arrive in your classroom, phones must be placed in the phone box.
5. Smart watches and other devices are not allowed in school.
6. You must comply with a request by a member of staff to switch off, or hand over, a phone or other device.
7. Phones can be turned on either with permission from a member of staff or when leaving the school property.

General Phone Rules

1. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
2. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes with anyone else.
5. 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
6. Don't use your phone to send or receive anything that may be criminal.
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
8. 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.
9. Don't use your phone to view or share inappropriate materials or other harmful content. (This could include photos or videos).

Please remember that the school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

Appendix 2: Request to give a pupil permission to bring their phone to school

Dear Parents

Mobile Phone Permission

If you give permission for your child to bring their mobile phone to school, please read the **Mobile Phone Code of Conduct** with you child and complete the form below.

Kind regards

Headteacher

Permission Request form

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

I would like permission for my child to bring his/her mobile phone to school for the following reasons (tick all that apply):

- Are in Year 6
- Travel to and from school alone
- Are a young carer
- Attend an after-school activity or trip (excluding residential trips) where a mobile phone is required to contact parents/carers afterwards

I understand that:

- Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones (available upon request) and its code of conduct (attached below/above).
- The school reserves the right revoke permission if pupils don't abide by the policy.
- The school cannot be held liable for loss or damage to any mobile phone or other electronic device.

I have discussed the **Mobile Phone Code of Conduct** for pupils with my child.

Parent/carer signature: _____

I understand and will follow the **Mobile Phone Code of Conduct**.

Pupil Signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	