


Hanbury's Farm and Oakhill Primary Schools Federation



Mobile phone policy 2024

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Author	Hanburys Farm and Oakhill Primary Schools Federation
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Signature	
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1. Introduction and aims

Across Hanbury's Farm and Oakhill Primary School Federation, 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 for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection 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 Executive headteacher is responsible for monitoring the policy every 3 years, 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 restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's 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.

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).

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 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.

Safeguarding staff, may use their phone, for authentication purposes to access CPOMS only.

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

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
- 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

Pupils in Year 5 and 6 are allowed to bring a mobile phone to school, if authorised by parents upon completion of a school form, as in appendix. .

This is to support parents and pupils who are:

- Travelling to school by themselves
- Young carers who need to be contactable

Upon arrival at school, mobile phones must be handed in to the school office as soon as the pupil arrives on site and collected at the end of the day. These will then be stored in a locked office during the day.

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

4.1 Sanctions

If there are concerns or incidents where pupils have not followed the code of conduct. A member of the senior management team may confiscate the phone as stated under sections 91 and 94 of the Education and Inspections Act 2006). The phoned would then be stored securely until the end of the day, where parents will be contacted to collect the phone. The school behaviour policy will be followed if the incident involves phone confiscation.

School 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 staff to search a pupil's phone if there is 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 (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 SMART devices by pupils and staff.

Smart watches, with their various functionalities including notifications, calls, and apps, can be sources of distraction during instructional time, potentially disrupting the learning process and detracting from academic engagement.

Smart watches often have features such as cameras and recording capabilities, raising concerns about the invasion of privacy and the potential for misuse or unauthorized recording within the school setting.

Neither staff nor pupils are permitted to wear or use smart watches within the school premises during school hours, including classrooms, hallways, and other school-related activities.

School staff will actively monitor compliance with this policy and take appropriate measures to address any violations, in accordance with school disciplinary procedures.

Exceptions to this policy may be granted for medical or special needs reasons, subject to approval by school administration and provided that such usage does not disrupt the learning environment or compromise the safety and security of students and staff.

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

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

That no phones are allowed to be used when there are pupils on school site, staff will request for phones to be switched off or silenced upon entry to the building. 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.

- That the taking of photographs or recordings of pupils or staff is not permitted.
- In certain exceptions, staff will make it clear if the taking of photographs is permitted and this is to be of your own child only and not to be shared on social media.

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 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 identifiable 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.

Confiscated phones will be stored in the locked storeroom or locked office and a member of senior management aware of their location.

Lost phones should be returned to the school office, where 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/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

8. Appendix 1: Acceptable use agreement for pupils

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

1. Phones must be handed in to the school office at the start of each school day.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

9. Appendix 3: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow your child to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

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

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

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

