

MOBILE PHONE POLICY



OUR TRUST'S PRAYER

Heavenly Father

Let peace, friendship and love grow in our schools
Send the Holy Spirit to give excellence to our learning
Love to our actions and Joy to our worship
Guide us to help others So that we may all
Learn, Love and Achieve,
Together with Jesus.
Amen

Contents

1. Introduction and aims	4
2. Roles and responsibilities.....	4
3. Use of mobile phones by staff	4
4. Use of mobile phones by pupils/students	6
5. Use of mobile phones by parents/carers, volunteers and visitors	7
6. Loss, theft or damage.....	8
7. Monitoring and review	8
Appendix A: Pupil/Student Code of Conduct - Use of Mobile Phones	10
Appendix B: Permission form for pupils/students to use mobile phones during lessons	Error! Bookmark not defined.
Appendix C: Permission form allowing a pupil/student to bring their phone to school	Error! Bookmark not defined.
Appendix D: Template mobile phone information slip for visitors.....	11

1. Introduction and aims

At Glazebury CE Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils/students, 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 while at school.
- Set clear guidelines for the use of mobile phones for pupils/students, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and online safety

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 Headteacher is responsible for monitoring the policy, reviewing it (every 2-years as a minimum), and holding staff and pupils/students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff personal mobile phones

- Staff **will not carry personal mobile phones while working** (including before and after school clubs). This protects staff from being distracted from their work, and from allegations of inappropriate use.
- Personal mobile phones will be kept away from their person e.g. not in a pocket/hand but in a handbag/cupboard. (See [lockdown Policy](#))
- In very unusual circumstances such as family emergencies staff, should seek permission from the Head Teacher to keep and use their mobile phone.
- If staff have a break time during their working hours, they may use their mobile phones during these times (provided they are not on duty), in the staffroom or offices ONLY (provided children are not present).

Commented [AT1]: When working on this section, please consider the wording in our Online Safety Policy to ensure consistency:

•All staff who work directly with children should leave their mobile phones on silent and only use them in private staff areas during school hours. See also the 'Digital images and video' section of this document and the school data protection policies. Child/staff data should never be downloaded onto a private phone. If a staff member is expecting an important personal call when teaching or otherwise on duty, they may leave their phone with the school office to answer on their behalf or ask for the message to be left with the school office.

•Volunteers, contractors, governors should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

- 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.

- Staff must give the school telephone number (01925 949 404) to their next of kin, in case it is necessary for the staff member to be contacted.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the "Allegations of Abuse" process will be followed (please refer to school's Safeguarding and Child Protection policy).
- Staff, Governors, Volunteers and Students remain responsible for their own property and will bear the responsibility of any losses.

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).

Detailed guidance on data protection can be found in our Data Protection Policy, Online Safety Policy and Acceptable Use Policy.

3.3 Safeguarding

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

Staff must read the school's Communications and Social Media Policy (clause 7.6 Staff Conduct on Social Media Accounts) about connecting with pupils/students and parents/carers over messaging apps and social media.

Staff must not use their mobile phones to take photographs or recordings of pupils/students, their work, or anything else which could identify a pupil/student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

If two factor authentication is required for access to CPOMs then the Head Teacher is required to ensure that if this is an app used on your phone a list is held recording this.

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

Residential, trips and visits

Commented [AT2]: When working on this section, please consider the wording in our Online Safety Policy (Digital Images and Video section)

All staff are governed by their contract of employment and the school's Acceptable Use Policy, which covers the use of mobile phones/personal equipment for taking pictures of pupils/students, and where these are stored. At our school, members of staff may occasionally (i.e. only when school devices are temporarily not available or there are insufficient devices) use personal phones to capture photos or videos of pupils/students, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services.

Photos are stored on the school network in line with the retention schedule and the school Data Protection Policy.

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

- Personal mobile phones will be taken on residential trips by the leading staff with authorisation from the Head Teacher and risk assessed as part of the Evolve Trip planning process. Use will in accordance to this policy, guidance and safety requirements.
- The Personal mobile phone of the **Trip leader will be carried and taken** on school trips, all other mobile phones **MUST** remain in bags away from children. The school camera/I pad will also be taken on whole-group outings in accordance with guidance.
- Any photos taken will be deleted in sight of a Senior leader.

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/students**, their work, or anything else which could identify a pupil/student
- Refrain from using their phones to contact parents/carers. If necessary, contact **must** be made via the school office

3.5 Work phones

Some members of staff may be 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.

School mobile phones are restricted to the Apps installed by the school. All and any usage may be tracked.

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/students

Children

We are aware that children may need to carry a mobile phone to school .e.g.If walking home by themselves, young carers who may need to be contacted etc.

However children **are not allowed to bring mobile phones into the school unless a specific agreement is requested by the parent for a particular reason.** For those parents that have agreement with the school and filled in the mobility phone, their children bring their mobile phones and hand into the class teacher as the child enters school each morning. These are logged by date and name and are held in a box in class during the day and are given back to the children as the child leaves the building at the end of the school day. Children must not use the mobile phone whilst on the school site.

Glazebury C.E. Primary School cannot be held responsible for damage to or the loss of this equipment.

Commented [AT3]: When working on this section, please refer to our Online Safety Policy and ensure wording consistent wording:

Personal devices including wearable technology and bring your own device (BYOD)

•Pupils/students [in which year group if different] [are not allowed to bring mobile phones to school] OR [are allowed to bring mobile phones to school for emergency use only but not when moving around the school buildings]. Smartwatches are not allowed in our school. During lessons, phones must remain turned off at all times, unless the teacher has given express permission as part of the lesson. Any attempt to use a phone in lessons without permission or to take illicit photographs or videos will lead to the withdrawal of mobile privileges. Important messages and phone calls to or from parents can be made at the school office, which will also pass on messages from parents to pupils/students in emergencies.

Our KS3/4 Student Acceptable Use Policy states:

I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely. School's online safety policy provides further information about personal devices (including wearable devices) and can be found on the school website.

I will not film fights or anything where someone is upset or angry – I will either help or get help.

Our KS2 Pupil Acceptable Use Policy states:

I ask permission – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.

I don't take photos or videos of people without them knowing or agreeing to it – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

Our KS1 Pupil Acceptable Use Policy states:

I only USE devices or apps, sites or games if I am allowed to

4.1 Sanctions

if a pupil/student is in breach of this policy, phones will be removed from the pupil and held in the school office until the end of the day. Parents will be contacted to collect where they can obtain a form permitting a mobile phone on site as described above.

(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

Please note that staff have the power to search for phones as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows the search of a pupil's/student'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.

This will entail:

- removal of phone from pupil
- Parental contact
- opening of phone by 2 members of staff
- reporting to Police/safeguarding agencies

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/carers, volunteers and visitors

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. This includes the school buildings, playgrounds or field. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the children in the main offices or outside the school gates. **Exceptions will be made during Celebration Assemblies, School Performances and Sports Day.** At these times, parents may film/record their **own child**, unless we have received the permission of all parents for the performance to be filmed/recorded. However, even with this, parents will be informed that they **must not upload any footage to Social Media sites.**

The School notes the following Ofsted advice

'Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.'

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or

Commented [AT4]: When working on this section, please refer to our Online Safety Policy that states:

Searching and confiscation

In line with the DfE guidance '[Searching, screening and confiscation: advice for schools](#)', the Headteacher and staff authorised by them have a statutory power to search pupils/students property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, violence or bullying. Full details of the school's search procedures are available in the school Behaviour Policy.

Commented [AT5]: When working on this section, please consider what our Online Safety Policy says:

Digital Images and Videos section:

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

Personal devices including wearable technology and bring your own device (BYOD)

Parents/Carers are asked to leave their phones in their pockets and turned off when they are on site. They should ask permission before taking any photos, e.g. of displays in corridors or classrooms, and avoid capturing other children. When at school events, please refer to the Digital images and video section of this document. Parents are asked not to call pupils/students on their mobile phones during the school day; urgent messages can be passed via the school office.

Volunteers, contractors, governors should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

ACCEPTABLE USE POLICIES:

Our Contractor Acceptable Use Policy states:

I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.

Our Parent/Carer Acceptable Use Policy states:

registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

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/students, their work, or anything else which could identify a pupil/student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils/students 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.

6. Loss, theft or damage

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

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/students are travelling to and from school.

Any 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 on pupils'/students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

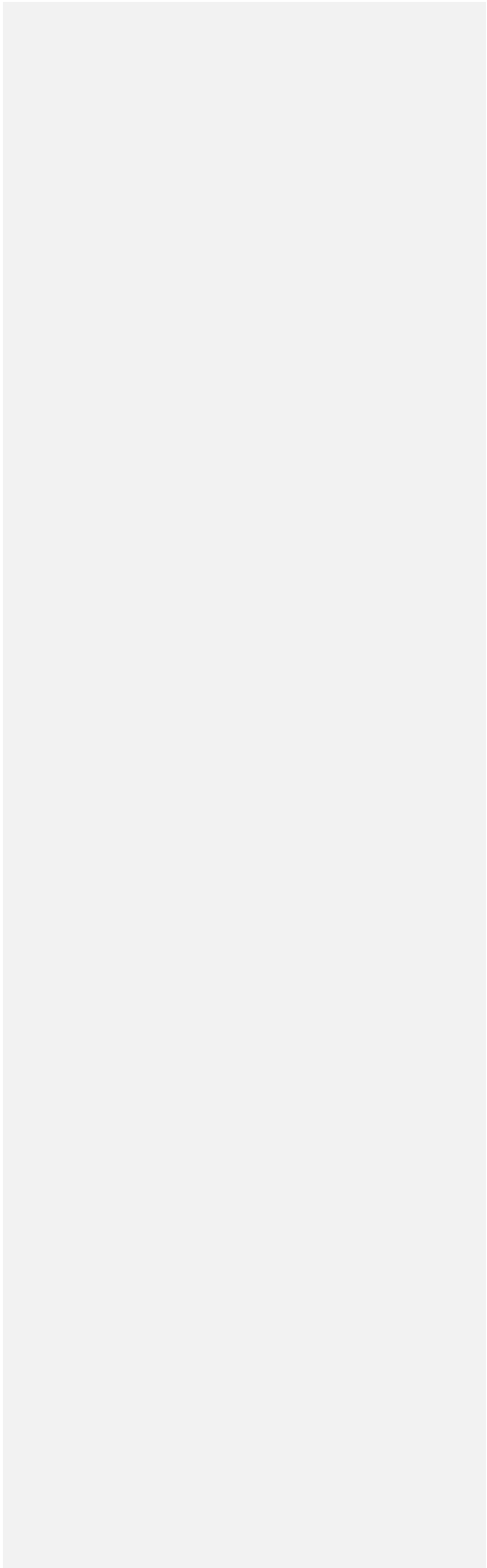
- Feedback from parents/carers and pupils/students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Review Schedule

Policy Author	Operations Lead and Data Protection Officer
Policy Approver	Trust Corporate Services Director
Current Policy Version	1.0
Policy Effective From	22.03.2024
Policy Review Date	By 21.03.2026

Revision Schedule

Version	Revisions	By whom
1	Adaptations to school policy	KM HT



Appendix A: Mobile Phone Parental Consent Form

Dear Parent/Carer

Mobile Phone Parental Consent Form

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs to bring their phone and hand into the class teacher and it will be kept in a box in class during the day and returned to your child at the end of school day.

The school bears no responsibility for the loss or damage to a mobile phone.

Your child's phone should be appropriately marked so they can recognise it and turned off whilst in school.

Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.
Yours sincerely

Mrs K Mowbray
Head Teacher

Mobile Phone Parental Consent

I/we give permission for our child (name) In
Year..... to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU

Appendix D: 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/students are present. If you must use your phone, please speak with a member of the school office team who let you know where you may go to use your phone.
- Do not take photos or recordings of pupils/students (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with pupils/students

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 along with our Parent/Carer and Visitor/Contractor Acceptable Use Policies.