



# Our Lady of Good Help

## Catholic Primary School

### Mobile Phone Policy 2023

Chair of Governors	Mrs S. Devereux
Headteacher	Mr M. McQuiston
<b>Date Adopted:</b> September 2023	<b>Review Date:</b> September 2025

## **1: INTRODUCTION AND AIMS**

At Our Lady of Good Help, we recognise that mobile 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, acceptable use policy, data protection.

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 Senior Leadership Team is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2: GOVERNORS**

Governors will ratify this policy and review it as required.

## **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/ 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 (such as the staff room/ offices).

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.

### **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.

Please cross reference to the Safer Working Practices - Staff Code of Conduct Policy, Social Media Policy, Data Protection Policy and the Acceptable Use Policy.

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.

### **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 are not limited to:

- Emergency evacuations;
- Supervising off-site trips;
- Supervising residential visits.

Staff are permitted to use personal mobile phones when supervising residential visits or school trips.

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

### **3.5: 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 must not bring their mobile phone to school unless they are in Year 6 and their parent/ carer has signed a permission form. If pupils are allowed to bring phones to school they must be handed to the school office on arrival, already turned off and must be signed out when they collect it at the end of the school day.

Pupils are allowed to bring a mobile to school in certain circumstances. For instance

- Travelling to and from school by themselves;
- Young carers who need to be contactable.

Pupils are not permitted to access their phones during the day unless there are extenuating circumstances.

#### **4.1: SANCTIONS**

If a pupil is in breach of this policy:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If they are confiscated a parent/ carer will be required to collect the phone from 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 you 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 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 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.
- Only using their phones when in offices..

**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 (Use of mobile phones by pupils).

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 their personal mobile during the school day.

## **6: LOSS, THEFT OR DAMAGE**

Pupils bringing phones to school must ensure that they are turned off and handed into the school office.

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. School will:

- Put signs up in the school entryway or office.
- Provide a copy of your policy and disclaimer to new pupils and parents.

Confiscated phones will be stored in the school office.

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' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils;

- Feedback from teachers;
- Feedback from Governors;
- Records of behaviour and safeguarding incidents;
- Relevant advice from the Department for Education, the local authority or other relevant organisation

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## **APPENDIX 1: CODE OF CONDUCT/ ACCEPTABLE USE AGREEMENT FOR YEAR 6 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 on arrival at school.**
2. You may not use your mobile phone during lessons, or at any point during school hours.
3. Phones must be switched off (not just put on 'silent').
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Do not use mean, rude or upsetting language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Do not use your phone to view or share inappropriate or other harmful content.
12. Your parent/ carer must give consent for you to bring your phone to school.

**If these rules are broken, the phone will be confiscated and parents/ carers will be notified. You will then be unable to bring your phone to school for an agreed amount of time.**

**I give permission for my child to have their phone in school.**

Child's name.....

Parent/ Carer name.....

Signed.....

Date.....