

The Newman Catholic Collegiate



"Growing Together for life"

Mobile Phone Policy

Policy Adopted	Next Review	Author
September 2024	September 2027	I Beardmore

Agreed by Directors	Date

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✓ 1. Introduction and aims

At St Mary's and Our Lady of Grace Catholic Academies we recognise that mobile phones, including smart 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, 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

For the avoidance of doubt this policy includes the use of other technologies such as watches that connect to mobile devices and IPADS etc.

✓ 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 Executive Leader is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Board of Directors and Local Governors

The Board of Directors will approve the policy and ensure that the Local Governing Body personalise the policy to reflect the individual setting.

✓ 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).

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 Principal will decide on a case-by-basis whether to allow for special arrangements but these must be agreed.

If special arrangements are not deemed necessary, school staff can use the school office number, St Mary's 01782 234820, Our Lady of Grace 01782 512644 as a point of emergency contact.

3.2 EYFS (PRIMARY ONLY)

Within the Foundation Stage, all staff's personal mobile phones are placed into a box and locked away and kept in the classroom store cupboard during school hours. Phones stay in the box for the duration of the day, staff members are only allowed to use their devices at lunchtimes, when no children are present. The Head of Early Years monitors after each lunch break, to check all phones are put back in the box and locked away.

Staff who refuse to comply with the policy or who are found with their mobiles during the school day will face disciplinary action.

Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.

For off-site visits there is a school mobile phone, (to use for calls and text messages ONLY) which all Trip Leaders take with them to use. This is monitored and checked on a regular basis by the Head of Early Years, Debra Statham, to ensure appropriate usage and that it is in full working order. Staff members are not allowed to take their personal mobile phones with them and in the event of an emergency the office would be able to contact them via the school mobile. The policy will be made clear to all volunteers before volunteering for the trip.

Coded tablets will be taken on trips to collate photographic evidence. Trip leaders will be responsible for these.

If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Head of Early Years and Designated Safeguarding Lead would

be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.

Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites being aware of the potential risks to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their own privacy settings are robust.

3.3 School mobile phones

Staff provided with school mobile phones may use the phones in school (with the exception of the EYFS areas) if their use relates to school business. Photos of pupils may be taken on school mobile phones as long as they are immediately deleted once downloaded to school equipment. Any images/footing must not be downloaded to personal equipment under any circumstances. School mobile phones can be requested to be handed in immediately to review content if there are any concerns at any point by a line manager/Chair of Governors/Director.

3.4 Data protection

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

For further details, see the school's data protection policy and ICT acceptable use policy.

3.5 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.

Staff must not use their personal 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.

3.6 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. If necessary, contact must be made via the school office or a school mobile phone.

3.7 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

The school's Behaviour Policy clearly explains that phones **are not allowed** to be used at all during the school day. A pupil must switch their phone off and it should not be on view at any time during the day.

4.1 Sanctions

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

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:

Any form of sexual violence or harassment including but 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, volunteers and visitors

Parents, visitors and volunteers (including directors, 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

Not using phones in lessons, or when around pupils

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.

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.

✓ 6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, 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 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents 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. You must switch off your mobile phone and hand into the school office before going into the classroom.

11. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones in our school

Please keep your mobile phone on silent while on the school grounds

Please do not use phones where pupils are present. If you must use your phone, you may go to school office, staff room or principal/head of school's office

Do not take photos or recordings of pupils

Do not use your phone in lessons, or when around 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.