



# MOBILE PHONE POLICY



<b>Reviewed by:</b>	School Improvement Director – Safeguarding and Attendance
<b>Reviewed:</b>	May 2023
<b>Review Frequency:</b>	Every 3 Years
<b>Next Review Date:</b>	May 2026
<b>Approved and Adopted by:</b>	Education Standards Committee
<b>Approval Date:</b>	15 May 2023

## Contents

1. Introduction and aims .....	2
2. Roles and responsibilities .....	2
3. Use of mobile phones by staff .....	2
4. Use of mobile phones by pupils.....	4
5. Use of mobile phones by parents, volunteers and visitors .....	4
6. Loss, theft or damage .....	5
7. Monitoring and review .....	5
Appendix 1: Mobile Phone Code of Conduct for pupils.....	6
Appendix 2: Template mobile phone information for visitors.....	8

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## 1. Introduction and aims

At Campfire Education Trust we recognise that mobile phones, including smart phones and smart technology, 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

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 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 when pupils are present.

Use of personal mobile phones must be restricted to non-contact or break 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 headteacher will decide on a case-by-case -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 pupil or staff personal data, or any other confidential school information.

For more detailed guidance on data protection please see the CET data protection policy and acceptable use policy.

### **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.

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 aren't limited to:

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

Please see the schools policy on educational 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

### **3.5 Work phones**

Some 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 school's conduct and discipline policy for more information.

## 4. Use of mobile phones by pupils

Pupils in Reception to Year 5 are not allowed to bring personal mobile phones to school.

At Campfire Education Trust, we recognise that some pupils in Year 6 may need to bring a mobile to school in certain instances. For example:

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

If children, in Year 6, need to bring their mobile phones into school, they must comply with the following rules:

- All phones must be handed in each morning at the bottom of the KS2 stairs.
- Each child has a clearly labelled compartment within the new secure storage unit
- Phones are locked away in these compartments and returned safely at home time.

If a phone is not handed in:

- If a child is found not handing their phone in, it will be confiscated.
- A parent or carer will need to collect the phone from the school office.
- The school reserves the right to search bags and coat pockets if a pupil is believed to be keeping a phone with them during the day.

Mobile phones may not be bought on residential trips

Any use of mobile devices in school by children must be in line with the acceptable use agreement (see appendix 1).

### 4.1 Sanctions

Any breach of the acceptable use agreement by a child may trigger disciplinary action in line with the school's Behaviour for Learning Policy, which may result in the confiscation of their device 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 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.

## 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 fair), 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, 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 with their name (clearly displayed and securely attached), and are handed to their class teacher as soon as they come onto school site.

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 in the school safe and must be collected by the parent or carer.

If the school confiscates phones from pupils then it becomes responsible for the phone, and can be held responsible for loss, theft, or damage.

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

## Appendix 1: Mobile Phone Code of Conduct for pupils

### Mobile Phone Code of conduct

Pupils in Reception to Year 5 are not allowed to bring personal mobile phones to school.

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

Pupils in Year 6 are allowed to bring mobile phones to school to support them as they begin to walk to school on their own. If you are in Year 6 and need to bring your mobile phone into school, you must comply with the following rules:

- Your phone must be handed in each morning at the bottom of the KS2 stairs.
- Your phones will be locked away in your labelled compartments and returned safely at home time.

If your phone is not handed in:

- It will be confiscated.
- Your parent or carer will need to collect the phone from the school office.
- The school reserves the right to search your bag(s) and coat pockets if we believe you are keeping a phone with you during the day.

"I agree to hand in my personal mobile phone to school and will not bring it on school trips/residential unless a teacher has permitted me to do so in writing."

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

1. You may not use your mobile phone during lessons.
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. Don't use your phone to view or share pornography or other harmful content.

11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. 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.

## **Appendix 2: Template mobile phone information 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 are present.
- 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.