

# **G**REAT **S**ANKEY **P**RIMARY **S**CHOOL



## **Mobile Phone Policy**

**SEPTEMBER 2024 -26**



*'Together We Learn and Grow'*

*THIS POLICY IS REVIEWED BI-ANNUALLY*

## 1. Introduction and aims

At Great Sankey Primary 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 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 monitoring the policy every two 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/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). Mobile phones must not be left on teacher desks or workstations in the view of children. Non-educational support staff such as admin and estates teams, are discouraged from having their personal mobile phones on desks during their working hours.

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:

- To access multi-factor authentication for a school system such as CPOMS
- 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.

This policy should be read in conjunction with the school's data protection policy and ICT 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 wherever possible or agreed in exceptional circumstances by the Headteacher.

### 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

The school has a mobile phone that can be made available for off-site 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 unless agreed in exceptional circumstances by the Headteacher. If this is agreed, any images or information identifying a pupil must be deleted.

Refrain from using their phones to contact parents unless in exceptional circumstances. If necessary, contact must be made via the school office or school mobile phone

### 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.

### 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 are prohibited from using their mobile phones in school. We recognise however that pupils may need to use their phone for:

- Travelling to and from school by themselves

Young carers who need to be contactable

Pupils are allowed to bring phones to school with agreed permission and these must be powered down and stored in the teacher classroom store cupboard out of sight.

Pupils must adhere to the school's code of conduct for mobile phone use (see appendix 1).

The school reserves the right to revoke permission if pupils don't abide by the policy. The school will not accept any responsibility or liability for lost, stolen or damaged mobile phones.

## 4.1 Sanctions

Phones will be confiscated if a pupil is in breach of this policy. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)

If a phone is confiscated, a parent / carer must collect it from the school office at the end of the day

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 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

- 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

Phones must only be used in staff-only areas of the school.

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.

Details within the Safeguarding policy and Visitor's Handbook also refer to mobile phone use. Copies are provided to all visitors and all policies can be viewed on the school website.

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 handed over to the class teacher.

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.

Disclaimers regarding this are on the permission forms that must be signed for bringing a phone to school.

Confiscated phones will be stored in the school office until collected by a parent / carer. If the school confiscates phones from pupils it becomes responsible for the phone, and it can be held responsible for loss, theft, or damage. To mitigate this, phones will be secured in the school office until collected by a parent / carer following communication from the member of staff.

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

- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations

## 8. Appendix 1: Code of conduct/acceptable use agreement for pupils

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 in exceptional circumstances and prior agreement.

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. You must hand your phone to the class teacher
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. 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

9. Don't use your phone to send or receive anything that may be criminal.

10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. 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.

## 9. Appendix 2: Permission form for pupils to use mobile phones during

lessons **GREAT SANKEY PRIMARY SCHOOL**

### Permission form allowing a pupil to bring their phone to school

Pupils at GSP are not allowed to bring their mobile phones into school however, we recognise there may be some exceptions. To permit this and ensure consistency and clarity, please complete the form below and recognise the importance of following the agreed procedures.

Mobile phones will not be able to be left without the completion of this form.

|                           |  |
|---------------------------|--|
| <b>PUPIL DETAILS</b>      |  |
| <b>Pupil name:</b>        |  |
| <b>Year group/class:</b>  |  |
| <b>Parent(s) name(s):</b> |  |

The school has agreed to allow your child to bring his/her mobile phone to school because he/she:  
(please highlight as appropriate)

Travels to and from school alone

Is a young carer

Attends before or after-school activities where a mobile phone is required to contact parents / walk home

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

Mobile phones must be given over to the School office. They must be turned off and picked up at the end of the school day.

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.

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

Parent signature: \_\_\_\_\_

|                            |  |
|----------------------------|--|
| <b>FOR SCHOOL USE ONLY</b> |  |
| <b>Authorised by:</b>      |  |
| <b>Date:</b>               |  |

## **11. Appendix 4: 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 are present. If you must use your phone, you may go to the staff room

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.

A full copy of our mobile phone policy is available from the school office.