



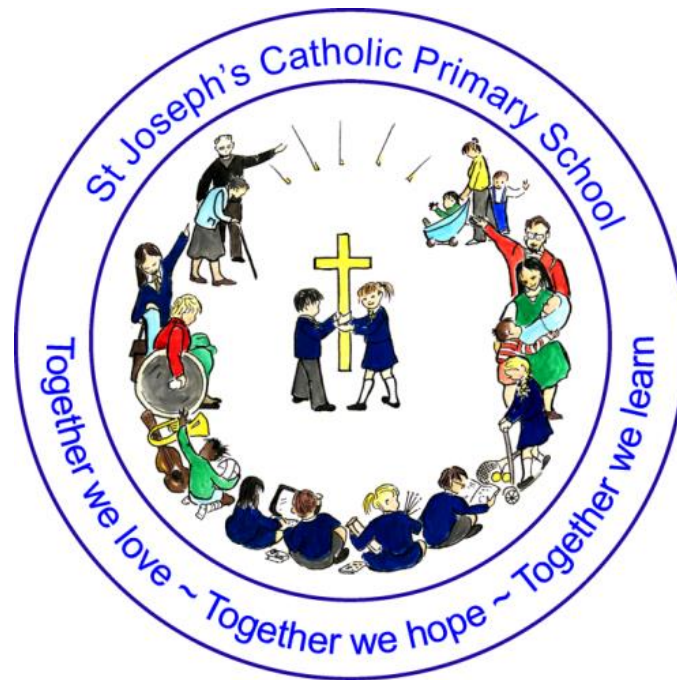
St Joseph's Catholic Primary School

MOBILE PHONE POLICY

Revision	Date	Author	Summary of Amendments	Reviewed by	Review Date	Approved (Date of GB Meeting)	Next Review
1	17/03/22	G Bath	New version for approval	S Douglas	19/05/22		
2	09/09/22		Correction by Safeguarding Committee		09/09/22	14/09/22	September 2024

Mobile Phone Policy

Vision



Together we love - Together we hope - Together we learn

Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we enable and encourage everyone to share and nurture a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

Introduction

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

The use of mobile phones in schools has become a key issue for safeguarding due new areas covered in Keeping Children Safe in Education (KCSIE) which need to be considered in keeping adults and children safe. These include (and are not limited to) these examples:

- Peer-on-peer abuse (Bullying) using social media
- Use of mobile devices for obtaining indecent imagery
- Adults taking pictures of children
- Indecent and violent content accessed by children's own internet connectivity whilst in school
- Gang culture, knives, extremism accessed by children's own internet connectivity
- Inappropriate and violent games accessed and played
- Indecent and violent interpretations of known children's cartoons accessed inadvertently
- Inappropriate material stored on personal devices by family members, then accessed without internet connectivity in school
- Looked after pupils contacting family members/birth family against parental permission
- Pupils taking pictures and videos of staff, creating memes and using editing applications to distort images and subsequent publishing online
- Using images taken of other pupils for bullying and humiliation on social media
- Sharing of personal data on social media inappropriately

Relevant Legislation

Education and Inspections Act (2006) – Section 1

Roles and responsibilities – Staff

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this Policy.
- All staff are being protected by the procedures in this policy.
- 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.
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this Policy through the information given at Reception.
- The Headteacher is responsible for monitoring the Policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the School) are not permitted to use their mobile devices while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is switched off (not silent/ vibrate only).

Use of personal mobile phones is restricted to non-contact time, and to areas of the School where pupils are not present such as the staff room and offices.

In circumstances where immediate contact is needed, then staff should let family know to call the school reception as personal phones will be switched off during lessons.

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.

Data protection

See the Schools' policies on Data Protection

- Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- Staff can use school iPads/tablets or cameras to take pictures – not personal devices.
- Staff can access CPOMs data on an external server using a mobile phone if they are unable to access a school computer or tablet.
- Staff 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 any work phone provided to them. Failure by staff to do so could result in data breaches.

Safeguarding

See the School's policies on Safeguarding

See the School's policies on IT

- Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so.
- 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.

Using personal mobiles for work purposes

See the School's policies on educational and residential visits.

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
- Failure of internal communication in an emergency
- Lockdowns

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.

Work phones

Only authorised staff are permitted to use school phones (where provided by the School), and access to the phone must not be given 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.

Sanctions

See the Schools' HR Disciplinary Procedures

Staff that fail to adhere to this policy may face disciplinary action.

Use of mobile phones by pupils

Pupils are allowed to bring a mobile to school and must hand it in to the class teacher (or LSA/HTLA) upon arrival. The permitted use of mobile phones can include:

- Pupils travelling to School by themselves
- Pupils travelling by car by their parents/carers
- Pupils travelling to School via local authority transport
- Young carers who need to be contactable

If a parent needs to contact their child, this must be done via the school office.

Personal phones/tablets/mobile devices that are internet enabled and/or have cameras are not allowed on school trips during the day nor at afternoon clubs (specific personal circumstances will be considered on a risk-assessed basis by the Headteacher).

Personal phones/tablets cannot be taken on residential trips.

Sanctions

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

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 schools to search a pupil's phone if we have reason to believe the phone contains indecent images, or if it is being/has been used to commit an offence or cause personal injury.

If they are confiscated, parents/carers will be contacted to collect the phone/device

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
- 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

Definitions of the above can be found in Keeping Children Safe in Education 2022.

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 on school grounds or school trips or when working with pupils
- Not posting any images/data about the school on social media without consent

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 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 device during the school day.

Use in an Emergency

In the event of an emergency which requires calling the emergency services, the restriction on use of a phone in teaching areas is removed; this is to allow adults in school to seek help where necessary.

Loss, theft or damage

Pupils bringing phones to School must ensure that phones are appropriately labelled

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 a secure location until collected.

Lost phones should be returned to Reception. The school will then attempt to contact the owner.

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

Approved by the Safeguarding committee:

Date: 9th September 2022

Approved by Governing Body: 14th September 2022

Review Date: September 2024

Policy Monitoring And Review (To Include Sub-Committee)

This policy will be reviewed bi-annually by the Safeguarding Committee

Authorisation



Signed by

(Chair of Governing Board)

Approved by Governing Body: 14/9/2022

Review Date: September 2024

See Also:

Appendix A –Mobile Phone Information Slip for Visitors

Appendix A

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 or office areas.
- Do not take photos or recordings of pupils (including your own child), or staff
- Do not use your phone 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.