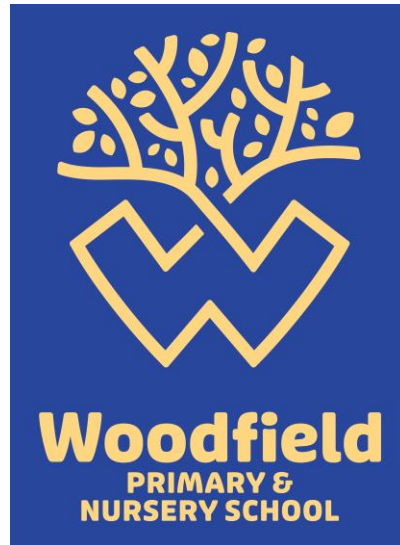


Mobile phone policy

Woodfield Primary and Nursery School

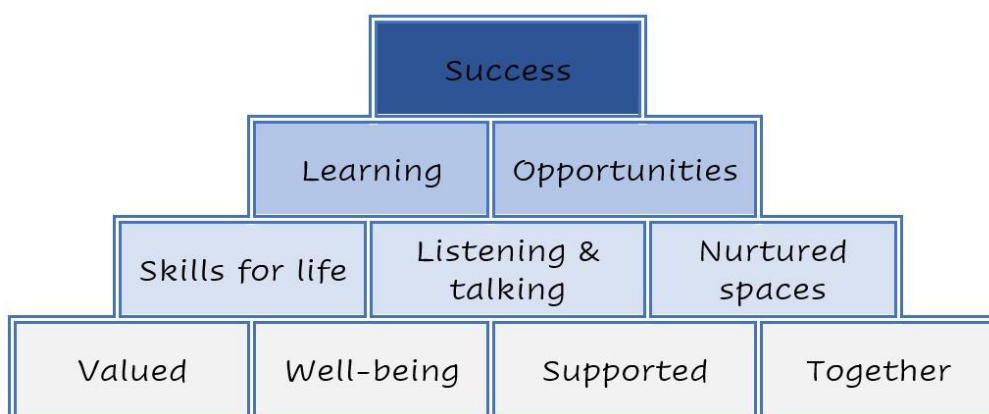


Approved by:	Tessa Saunders	Date: 30 th July 2023
Last reviewed on:	July 2023	
Next review due by:	July 2025	

The Woodfield Way

At Woodfield Primary and Nursery School we have created these blocks to visually represent the key areas that are important for supporting our children. We believe it is our responsibility that children's essential needs are met and nurtured to ensure that they are ready to aim high and achieve.

“Learning today, for success tomorrow”



Purpose

Working **together** is essential to ensure that the children are **supported** and able to achieve **success**. To ensure that this happens at Woodfield it is important that the children are kept safe, this is considered in many different ways. Whilst, the use of technology can be a key tool it is important that it is used safely, this is why we have created the following Mobile Phone policy for all staff, volunteers and visitors.

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1. Introduction and aims

At Woodfield Primary and Nursery School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers 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 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are aware of the policy and are informed by the Headteacher when it has been renewed and any changes that have been made.

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 and 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 staffroom).

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 01752 706 384 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More guidance on data protection can be found in our Trust Data Protection policy which is on our school website and in our ICT acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils. Also see the Staff Code of Conduct

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. In extreme circumstances, for example the school device stops working on a trip, then staff can use their phones they must email all photos to their school Microsoft account as soon as possible and then delete the original photos from their device. If a member of staff chooses to do this then they might be requested to show the Headteacher or member of SLT that they have deleted the images.

Some staff may choose to use Class Dojo on their mobile phones, they should ensure that the only use this app when not in the presence of children. If they are taking photos or videos to be used on this app they must do so through the app so they are not stored on their device.

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
- › Two factor authentication (CPOMS/Microsoft)

In the first instance the Pastoral Mobile will be taken and this telephone number shared with parents, when this is not possible then:

Staff will:

- › Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- › Refrain from using their phones to contact parents/carers. 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 staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils may bring mobile devices into school, but must hand them into the office or the member of staff at the school gate may collect them as they leave school. Pupils are not allowed to use their phone at any point during the school day and they will be locked in the safe in the main office.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1)

4.1 Sanctions

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

Cause harm

Disrupt teaching

Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

Inform the parents Retain the device as evidence (of a possible criminal offence* or a breach of school discipline)

Report it to the police**

* If a staff member believes a device may contain a nude or semi-nude image or an image that it's a criminal offence to possess, they will not view the image but will report this to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people.

** Staff will also confiscate the device to give to the police, if they have reasonable grounds to suspect that it contains evidence in relation to an offence. Any searching of pupils will be carried out in line with:

The DfE's latest guidance on searching, screening and confiscation

UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

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 (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/carers, volunteers and visitors

Parents/carers, 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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/carers 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 handed into the school office so that they can be stored securely.

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 parents will be contacted to arrange a suitable time to collect the phone.

Lost phones should be returned to the main 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/carers 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: Permission form allowing a pupil to bring their phone to school



Permission form for bringing a phone into school

Whilst mobile phones are not allowed to be used in school at any time we do allow children in some circumstances to bring in their phone. The following form must be completed by the child's parents or carers.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. They school accept no responsibility for the phone either during school or on the way to or from school. The school reserves the right revoke permission if pupils don't abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

9. Appendix 2: 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 a mobile friendly area (these are all signed posted)
- › 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.



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