

# Park End Primary School



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## MOBILE PHONE POLICY

Review Date	Type of Review	Comments	Initials
Feb 2021		New policy	LR
July 2021		More details for visitors/ volunteers upon acceptable practice regarding mobile phones (section 5)	LR

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## 1. Introduction and aims

At Park End Primary School 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

This policy should be read in conjunction with those policies included in Appendix A

## Main areas of focus

### School mobile phones

- **To be used to make phone calls only.**

- **Use 141 before dialling number.**
- **Only contact parents' phone.**
- **Make sure parent is present if speaking to child on the phone.**
- **Ring during work hours.**
- **Alert a member of the safeguarding team if there are any concerns.**

## **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 head teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

Governors will agree the policy each time it is reviewed.

## **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. 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).

Staff should have their phones on silent or switched off and out of sight.

Personal mobile phones should be locked e.g. with a code/fingerprint/face ID.

Personal mobile phones should not be left unattended.

There should be no photos taken or recordings made of children on school premises or during school visits and trips.

Staff should report any usage of mobile phones that causes them concern to the head teacher.

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.

SLT 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 01642 314309 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.

For more details see GDPR 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 Work phones**

Members of staff will be provided with a mobile phone by the school for work purposes only.

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.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Telephoning parents using a work mobile phone

- Only contact the mobile phone of the parents (not the child)
- If speaking to the child, make sure the parent is present and the phone is set to loudspeaker.
- Make contact during school working hours where possible
- Never send photos via the mobile phone
- Never send text messages via the mobile phone. Text messages to parents must only be sent via the school text messaging system.
- Add 141 before the number when dialling

### **3.5 Sanctions**

Staff who 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**

Children can bring mobile phones to school in the following circumstances

- If the child is travelling to/from school by themselves
- With specific permission from the head teacher

Pupils must hand the mobile phone in at the school office and collect it from there at the end of the day. Pupils are not permitted to use the mobile phone on school premises.

If a child is in breach of this policy, then permission to bring mobile phones to school may be withdrawn.

Where mobile phones are used out of school to bully or intimidate others, the head teacher does have the power to intervene to such an extent as it is reasonable to regulate the behaviour of pupils when they are off school site.

#### **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:

- Switching off their mobile phone or putting it on silent.
- Leaving it at the reception desk or placing it in a secure place in a bag for instance.
- Not taking pictures or recordings of pupils. Parents are allowed to take photographs/recordings of their own child during a public event (such as a school fair) with permission from the head teacher.
- Using any photographs or recordings of their own child 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 attending school trips or residential visits must not:

- Use their phone to make contact with other parents.
- Use their phone for phone calls/ access to social media when children are present.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

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**

The school accepts no responsibility for personal 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.

If school mobile phones are taken off site any loss, theft or damage should be reported at the earliest possible opportunity.

## **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

**Relevant Policies, Guidelines and Documentation**

**National Policies, Guidance and Documentation**

**Keeping Children Safe in Education September 2021:  
Statutory Guidance for schools and colleges (DFE)**

This document sets out the responsibilities placed on schools and colleges to safeguard and promote the welfare of children

**Working together to safeguard children (DFE) July 2018**

This document applies to organisations and professionals who provide services to children

**School Policies, Guidance and Documentation**

- Acceptable User Policy
- Anti-Bullying Policy
- Behaviour Policy
- Child Protection Policy
- EYFS Policy (Safeguarding)
- Online Safety Policy
- Peer on Peer Abuse Policy and Procedure
- School Website
- Safeguarding Statement
- Special Educational Needs Policy
- Staff Code of Conduct
- Teaching and Learning Policy
- PSHE/SRE Policy
- Social Networking Policy
- Staff Behaviour Policy

**Appendix B**  
**Mobile Phones**

**Communication Technologies**

	Staff and other adults				Pupils			
	Allowed	Not allowed	Allowed at certain times	Allowed for selected staff.	Allowed	Not allowed	Allowed at certain times	Allowed with headteacher's permission.
Personal mobile phones may be brought to school	X							X
Use of mobile phones in lesson times		X				X		
Use of mobile phones in social time			X			X		
Taking photos on personal mobile phones		X				X		
Use of other personal mobile devices e.g. tablets		X						X
Use of personal email addresses in school, using own mobile device			X			X		
Use of personal email for school business		X				X		
	8		X			X		



Use of messaging apps (except those adopted by school)							
Use of social media			X			X	





