

# Girnhill Infant School



*'Where everyone is valued and futures matter'*

## Mobile Phone Policy

This policy was reviewed in September and ratified by governors on 2<sup>nd</sup> October 2019.

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## 1. Introduction and aims

At Girnhill Infant School we recognise that mobile phones, including smart phones and other devices, 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 and device 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 and senior leadership team is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

## 2.2 Governors

Alongside the senior leadership team, the local governing board are responsible for monitoring or reviewing this policy annually. In the instance of a breach of the policy the chair of governors will be made aware by a member of the senior leadership team.

## 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, or use their mobile phones 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 (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-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01924 302865 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 further information, please refer to the 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. Further guidance can be found in the academy ICT acceptable use policy.

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

When attending an off-site visits or residential visits, staff must use the academy pastoral mobile phone; further information can be found in the educational visits policy.

In an emergency situation i.e. to contact emergency services or an emergency evacuation staff are given permission to use their personal mobile phones. 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 staff disciplinary policy for more information.

## 4. Use of mobile phones by pupils

In some instances, pupils are permitted to bring a mobile to school. Such as:

- Young carers who need to be contactable

When these instances occur, pupils are allowed to bring phones to school, but must not use them during the school day or on the school grounds. Mobile phones will be stored in locked office cupboards and must be labelled with the child's name.

School does not accept any responsibility for mobile phones being damaged, lost or stolen.

## 4.1 Sanctions

Should a pupil be in breach of this policy, sanctions below will put in place

The mobile phone will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

When a mobile phone is confiscated, a member of the senior leadership team will ask the pupil to turn off their phone and it will be stored securely. Parents/carers are allowed to collect them, at the end of the school day from a member of staff.

*It is important to note that 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 academy staff to search a pupil's phone if 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, sexual orientation or any other protected characteristics.

## 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
- 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
- Not using mobile phones or smart watches to answer call around the academy during the school day.

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, and are stored securely when not in use.

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.

### **All schools continue with:**

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.

### **This information can be found:**

- On signs up in the school entryway or office
- Include disclaimers in your permission forms for bringing a phone to school
- A letter will be sent to parents and pupils who are bringing a mobile phone to school.

Confiscated phones will be stored in the school office in a locked cabinet throughout the day and will be handed to parents/carers on collection.

Lost phones should be returned to the headteacher or academy 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



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

**10. Appendix 2: Permission form allowing a pupil to bring their phone to school**

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

The school has agreed to allow [pupil name] \_\_\_\_\_ to bring [his/her] mobile phone to school because [he/she]: \_\_\_\_\_.

We've listed some common exceptions below:

- > Is a young carer
- > Other reason \_\_\_\_\_

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.

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

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

Pupil signature (where appropriate): \_\_\_\_\_

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

## 11. Appendix 3: Mobile phone information slip for visitors

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### Use of Mobile phones at Girnhill Infant 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 staffroom.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, when working with pupils or around the academy
- 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 and in the staffroom.**

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