



Red Hall Primary School

Mobile Phone Policy

Document History

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By:	Executive Headteacher
Additional guidance added:	September 2021 in line with Keeping Children Safe in Education September 2021 October 2023 Data Protection guidance linked to AI. Consent letter for if a child is requesting to have their phone in school.
Approved by Governing Body:	This policy is not required to be approved by the governing body.
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Introduction and aims

At Red Hall 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 Safeguarding policies.

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

Roles and responsibilities

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 Executive Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

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.



All mobile devices must be switched off or on silent at all time during contact time with children.

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).

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
- If they are expecting an urgent call and it has been previously agreed with Senior Leaders.

Senior Leaders 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.

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).

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting them 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.

Digital images and videos via mobile devices

Photographs taken for the purpose of recording a child or groups of children participating in activities or celebrating their achievements is an effective form of recording and gathering evidence for progression. Our school uses apps and programmes where staff may need to use a mobile phone to record these. This will be used appropriately throughout school and it is essential that photographs taken are stored appropriately to safeguard children in our care.

- Images taken must be deemed suitable without putting a child/children in compromising positions that could cause embarrassment or distress.
- Images should be downloaded immediately on site and then deleted immediately from devices.
- Under no circumstances must cameras be taken into toileting areas.



- We gain parent/carers permission for the use of digital photographs as part of the school agreement form.
- We will not identify pupils in online materials or include full names of pupils.

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

In these circumstances, 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. If necessary, contact must be made via the school office or personal numbers withheld.

Sanctions

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

See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

Children at Red Hall Primary School are not allowed to bring mobile phones to school unless there are exceptional circumstances, previously agreed with the Head teacher. This must be sought before the phone comes into school (see Appendix A)

Exceptional circumstances may include

- Travelling to school by themselves
- They are a Young Carer who may need to be contactable.

If a child brings their phone into school it must be stored in the school office.

Sanctions

Mobile Phones will be confiscated if a child has not been permitted to bring it into school or if the phone is being used in a way that goes against our code of conduct. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)

Confiscated phones will be kept in the school safe until they are collected by a parent or carer from a school leader.



Staff do have the power to search pupil's phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

The DfE guidance allows you to search a pupil's phone if you have 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 (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

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, 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.

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 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.



Loss, theft or damage

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.

Lost phones should be returned to the school office. 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 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



Appendix A

Dear Parents/Carers
Mobile Phones

It has been brought to our attention that some children in Key Stage 2 are regularly bringing their mobile phones into school. We understand that we live in a society, where having a mobile phone at a young age is becoming normality, however, as a school, we discourage children bringing in mobile phones as they are valuable and may be lost or stolen. We also need to safeguard ALL our pupils.

Children should only bring their phones into school if they are travelling a long way, to or from school on their own, and they may need to have them in case of an emergency. If you believe your child fits the above criteria, could you please read the expectations and procedures below and sign and return the slip to indicate that due to safety reasons you wish your child to bring a phone into school.

Expectations and Procedures BEFORE the phone is allowed in school

- A parent/carer must complete and sign the attached form.
- It must then be agreed by a member of the school's Senior Leadership Team (Ms Davidson, Miss Snowdon, Miss Henry or Miss Egglestone) that it is NECESSARY for your child to bring their phone into school.
- The mobile phone must be switched off as soon as they enter the school grounds in the morning and then handed into the school office who will check it is switched off and lock it away until the end of the school day.
- The mobile phone will be returned to the child at the end of the school day but must remain switched off until the child has left the school grounds.

Please also note, that any phone brought into school is at the owner's own risk; the school accepts no responsibility for any loss or damage to the phone while it is on our premises.

If a child is on a school trip, the mobile phone must also remain in school.
If you would like to discuss this matter with me, please do not hesitate to contact me.

Ms Julie Davidson
Executive Headteacher

Mobile Phone Permission

Name of child:



I wish my child to have their mobile phone in school because

I understand that Mobile phones are brought to school entirely at the owner's risk.
The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. I
also understand that should my child misuse their phone; the school will withdraw
permission for them to bring it.

Parent/carer Signature _____

Name _____

Dated _____