

# Wye Forest Federation

Redbrook Church of England Primary School

St Briavels Parochial Church of England Primary School



## Mobile Phone Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	23.3.2023
Implemented:	March 2023
Review date:	1.3.2025

This policy provides clear guidance on the use of mobile phones in school

## **Introduction**

At the Wye Forest Federation we recognise 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. We aim to set an example for, safe and responsible phone use by giving clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.

At the Wye Forest Federation we are also aware 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

All 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.

## **Staff policy**

Staff should only use their phones during non-contact time and within areas of the school where pupils are not present. 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 Executive Headteacher will decide on a case-by-case basis whether to allow for special arrangements.

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

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.

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 phones in an appropriate and professional manner, in line with our staff code of conduct.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

### **Parent, Visitors or Volunteers in School Policy**

Adults either in school or accompanying children on school trips should not use their mobile phone to take pictures or videos of pupils unless it is at a public event such as a Class assembly, Sports day or Summer fair and of their own children. At such events, adults are reminded that such pictures or videos may only be used for personal use and must not be shared on social media.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. If parents who accompany children on a school trip are asked by the teacher to take photos or videos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips should not use their mobile phones to take pictures or videos of children.

### **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, the Wye Forest Federation discourages pupils bringing mobile phones to school due to the potential issues raised in the introduction.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that the Wye Forest Federation accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be removed from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will remove the phone until an appropriate adult collects the phone from the Executive or Deputy Headteacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a parent/carer and the Executive or Deputy headteacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Behaviour, Internet Safety and Internet and Acceptable Use policies.

This policy will be monitored and reviewed as required but at least every two years.