



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

St Edmundsbury and Ipswich Multi Academy Trust Mobile Phone Policy

Wetheringsett CE Primary School



Date approved by Governing Board	
Next review date	

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1. Intent

All schools within the St Edmundsbury and Ipswich Diocesan Multi-Academy Trust are committed to safeguarding and promoting the wellbeing of children and expect all staff and volunteers to share this commitment. We recognise that mobile phones, including wearable technology, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Definition: For the purposes of this policy the term 'mobile phone' refers to mobile phones, tablets, e.g., iPads, and wearable technology, including but not limited to, smart watches and Bluetooth headsets.

This 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 in school
- support the other policies of the Trust and its schools, especially those related to Child Protection and Behaviour.

This policy also aims to address some of the challenges posed by mobile phones and other emerging technologies in school. Many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, whilst at school, could potentially sexually harass, bully, and control others via their mobile phone, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content.

Further challenges include:

- risks to child protection
- data protection issues
- potential for lesson disruption
- risk of theft, loss, or damage
- inappropriate use of technology in the classroom

2. Roles and Responsibilities

All Staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else engaged by the Schools, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher, Online Safety Lead and Governors are responsible for monitoring the implementation of this policy and requesting any amendments needed to the Trust.

3. Use of Mobile Phones by Staff

3.1 Personal Mobile Phones

Staff (including volunteers, contractors and anyone else engaged by the School) are not permitted to make or receive personal calls, or send texts, in the presence of children. Use of personal mobile phones must be restricted to non-contact time where possible, and to areas of the School where pupils are not present (such as the Staff Room).

There may be circumstances in which it is appropriate for special arrangements to be in place to allow a member of staff to have use of their personal 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-case basis whether to allow for special arrangements for emergency contact. If special arrangements are not deemed necessary, members of staff should use the School Office number 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.

Staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. This includes any staff work phones. Failure by Staff to do so could result in data breaches.

More detailed guidance can be found in the **MAT Data Protection Policy** and in the **Online Safety and Acceptable Use Policy**

3.3 Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their personal contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not normally use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this should be done using school equipment.

NOTE: Occasionally, when supervising off-site trips and residential visits, school equipment may not be available to staff for taking photographs or recordings of pupils and their work, or other things that could identify a pupil. In these circumstances, and only with the agreement of the Senior Leadership Team, mobile phones may be used for this purpose, but the pictures must be uploaded to a school device as soon as possible, then immediately deleted from the personal device and confirmation given to the SLT that this has been done.

3.4 Using Personal Mobile Phones 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:

- access the internet for the purpose of finding information
- as a teaching tool for sharing music across audio speakers
- 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 the **MAT 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, unless agreed by a member of SLT (as in Section 3.3 above).
- refrain from using their phones to contact parents where possible. Contact should normally be made via the School Office. If use of a personal mobile is unavoidable, the personal number must be withheld.

3.5 Sanctions

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

4. Use of Mobile Phones by Pupils

4.1 Who can bring a Mobile Phone to School

Children are not allowed to have wearable technology, e.g. smart watches, in school.

Mobile phones are a prominent feature of modern society, therefore pupils in Years 5 and 6 are permitted to bring mobile phones to school. Children may bring a mobile phone into school under the following strict conditions:

- the child **regularly** walks/cycles home on their own.
- a **Pupil Mobile Phone Permission Form**, agreeing to the **Mobile Phone Code of Conduct For Pupils**, is signed by the pupil and parent and given to the Headteacher (see Appendices 1 and 2).
- the phone is switched off as the child enters school premises and handed in each day (see Appendix 4)
- the School accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- the camera on the phone is never used by a child to take photographs or video of another child or an adult.

Should parents/guardians /carers need to contact pupils in an emergency, or vice versa, this should be done via the School Office.

The right to bring mobile phones onto school premises will be revoked if a pupil fails to adhere to school policy.

4.2 Unauthorised possession of a Mobile Phone

Where a pupil is found by a member of staff to be in the possession of a mobile phone, in the first instance the phone will be taken from the child and taken to the School Office where it can be collected at the end of the school day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). On subsequent occasions, the phone will be taken to the School Office and returned only to the parent, guardian or carer.

5. Use of Mobile Phones by Parents, Visitors and Volunteers

Parents, volunteers and visitors should only use personal mobile phones in Staff-only areas of the Schools. Parents, visitors and volunteers (including governors and contractors) must adhere to the rules set out for Staff in this policy if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or the pupil is their own child
- using any pictures 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 are also asked to keep their mobile phone on silent/vibrate while on the school grounds.

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 (see **Mobile Phone Policy Information Slip for Visitors**, Appendix 3).

Parents or volunteers supervising school trips or residential visits must not:

- use their phone to make contact with other parents, unless in an emergency situation
- 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.

6. Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, or easily identifiable, when handed in at the start of the day and should secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

The School accepts no responsibility for mobile phones that are lost, damaged or stolen on school transport, during school visits or trips, or while pupils are travelling to and from school, or for mobile phones on school premises that have not been handed in as described in the Appendices to this policy. This disclaimer is included in:

- the **Pupil Mobile Phone Permission Form** (Appendix 1)
- the **Mobile Phone Policy Information Slip for Visitors** (Appendix 3)

Phones found on the school premises should be returned to the School Office. The Schools will then attempt to contact the owner.

7. Monitoring and Review

The Trust is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the Trust will take into account recommendations from schools based on:

- feedback from parents and pupils
- feedback from teachers
- records of behaviour and safeguarding incidents

and:

- relevant advice from the Department for Education, the local authority or other relevant organisations
- specific Safeguarding guidance and issues relating to the use of mobile and smart technology.



Appendix 1: Pupil Mobile Phone Permission Form (allowing a pupil to bring their phone to school)

Pupil Mobile Phone Permission Form

PUPIL DETAILS

Pupil name:

Class:

Parent(s) name(s):

Bedfield CE Primary School has agreed to allow your child to bring his/her mobile phone to school, as they travel to and from school unaccompanied by an adult.

The School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises (unless handed in as described in Appendix 4) or transport, during school visits or trips, or while pupils are travelling to and from school.

Part 1: Parents/Guardians/Carers

As the parent or legal guardian of the above signed pupil, I have read the St Edmundsbury and Ipswich Diocesan Multi-Academy Trust **Mobile Phone Code of Conduct for Pupils** and **Mobile Phone Policy** and give permission for my son/daughter to bring his/her phone into school. I understand that sanctions may be applied to my child, including having his/her phone confiscated, should improper use occur.

Parent/Guardian/Carer

Name.....

Parent/Guardian/Carer

Signature..... Date

Part 2: Pupils

I have read Bedfield CE School's **Mobile Phone Code of Conduct for Pupils**

I agree to follow the rules outlined in the **Mobile Phone Code of Conduct for Pupils**. I understand that if I violate these rules, my phone may be confiscated and further sanctions may follow.

Pupil Signature..... Date



Appendix 2: Mobile Phone Code of Conduct for Pupils

Mobile Phone Code of Conduct for Pupils

You must obey the following rules if you bring your mobile phone to school:

1. Switch off your mobile phone and hand it in to the office when you arrive at school.
2. You may not use your mobile phone during the school day, on school trips or on residential trips.

At all times:

1. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
2. Do not share your phone's passwords or access codes with anyone else.
3. Do not use your mobile phone to behave in a way not permitted by the School's

Behaviour Policy. This includes:

- a. not bullying, intimidating or harassing pupils or Staff. This includes actions via:
 - i. email
 - ii. text/messaging app
 - iii. social media
- b. not using your phone to send or receive anything that may be criminal, for instance, by 'sexting' or sharing nudes.
- c. not using vulgar, obscene or derogatory language while on the phone or when using social media.
- d. complying with any request by a member of staff to switch off, or hand in, a phone.

Internal and external exams and tests:

1. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store this by placing it in the school office. Bringing a phone into the test room can result in your exam being declared invalid.



Appendix 3: Mobile Phone Policy Information Slip for Visitors

Mobile Phone Policy Information Slip for Visitors

Use of Mobile Phones in School

Parents, visitors and volunteers should only use personal mobile phones in Staff-only areas of the School. Parents, visitors and volunteers (including governors and contractors) must adhere to the rules set out for Staff in the **Mobile Phone Policy** if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or the pupil is their own child
- using any pictures or recordings for personal use only, and not posting on social media without consent
- not using phones in lessons, or when working with pupils

Please keep your mobile phone on silent/vibrate while on the school grounds.

Parents or volunteers supervising school trips or residential visits must not:

- use their phone to make contact with other parents, unless in an emergency situation
- 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.

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.



Appendix 4: School Protocol for Handing in/Storing Pupils' Mobile Phones

Pupil Phones Handed in

Phones should be handed in to the school office at the start of the school day. They will be stored there and can be collected from there at the end of the school day.

Pupil Phones Confiscated

Confiscated phones will be stored in a locked cabinet in the school office until returned to parents or passed to the Police.

Appendix 5: School protocol on Pupil use of Mobile Phones on Trips and Residential



Pupils are not permitted to take mobile phones or any electrical devices on school trips or residential