



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Mobile Phone Policy

Contents

Mobile Phone Policy	1
1. Intent.....	3
2. Roles and Responsibilities	3
3. Use of Mobile Phones by Staff	3
3.1 Personal Mobile Phones	3
3.2 Data Protection	4
3.3 Safeguarding	4
3.4 Using Personal Mobile Phones for Work Purposes.....	4
3.5 Sanctions	5
4. Use of Mobile Phones and other emerging technologies by Pupils.....	5
4.1 Mobile Phones	Error! Bookmark not defined.
4.3 Sanctions	6
5. Use of Mobile Phones by Parents, Visitors and Volunteers	7
6. Loss, Theft or Damage	7
7. Monitoring and Review	7
Appendix 1: Pupil Mobile Phone Permission Form (allowing a pupil to bring their phone to school).....	9
Appendix 2: Mobile Phone Code of Conduct for Pupils	10
Appendix 3: Mobile Phone Policy Information Slip for Visitors.....	11
Appendix 4: School Protocol for Handing in/Storing Pupils' Mobile Phones.....	12
Appendix 5: School protocol on Pupil use of Mobile Phones on Trips and Residentials	13

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 School, 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 school's **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 may bring a mobile phone to school

The school is a mobile phone-free environment. Pupils must not bring a mobile phone, smart watch or other personal communication device onto the school premises unless permission has been granted under one of the exceptions below.

Permission may be granted where:

- ✿ the pupil is in Year 6 and regularly walks to and from school independently; or
- ✿ access to a mobile phone or other device is necessary to support the management of a specific medical condition, disability or identified additional need; or
- ✿ the Headteacher considers that there are other exceptional individual circumstances that justify permission being granted.

Permission must be agreed in advance by the Headteacher. A Pupil Mobile Phone Permission Form and Mobile Phone Code of Conduct must be signed by the pupil and their parent or carer.

Unless alternative arrangements have been agreed as part of a pupil's medical, SEND or individual support plan:

- ✿ the phone must be switched off before the pupil enters the school premises;
- ✿ the phone must be handed to the designated member of staff immediately on arrival and collected at the end of the school day;
- ✿ the phone must not be used, accessed or carried by the pupil during the school day;
- ✿ the camera, audio-recording and video-recording functions must not be used anywhere on the school premises;
- ✿ phones are brought to school at the owner's risk, and the school cannot accept responsibility for loss or damage except where this results from the school's negligence or breach of duty.

Where a pupil needs access to a mobile phone or smart device to manage a medical condition, disability or other identified need, an individual arrangement will be agreed with the pupil's parents or carers. This will specify when, where and how the device may be accessed and used.

Parents and carers who need to contact a pupil during the school day, or pupils who need to contact home, should normally do so through the School Office.

Permission may be withdrawn where a pupil does not follow the school's policy or Code of Conduct. Before withdrawing permission, the school will consider the pupil's individual circumstances and its duties relating to medical conditions, disability, SEND, safeguarding and reasonable adjustments.

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.

4.3 Unauthorised use of a Mobile Phone at School

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, the images must be removed by the pupil in the presence of a teacher.

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 or sexual orientation

Mobile phones can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour. Staff, therefore, have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#) if they have reasonable cause. Such searches MUST ONLY be carried out by the Headteacher or a member of staff authorised by the Headteacher.

NOTE: If there is any suspicion that the search will reveal an extreme of indecent image of a child and/or video, the member of staff should confiscate the device and pass it to the Designated Safeguarding Lead who will deliver it to the police as soon as reasonably practicable. In no circumstances should a staff member copy, print, share, store or save such images.

*Handling such reports or concerns can be especially complicated and schools should follow the principles as set out in **Keeping Children Safe in Education**. The UK Council for Internet Safety also provides guidance to support School Staff and designated safeguarding leads: [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](#)*

The phone will be retained in the School Office until the child's parents, guardian or carer are contacted and asked to discuss the matter with the Headteacher, at which meeting the phone may be returned or kept and handed to the Police.

This will be regarded as a serious offence and disciplinary action will be taken in accordance with the School's **Behaviour Policy**.

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 School. 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 contact 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 School 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 consider 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:

Year group/class:

Parent(s) name(s):

Hintlesham and Chattisham CE Primary School has agreed to allow your child to bring his/her mobile phone to school, as they:

- ☐ Are a pupil in Year 6 and regularly walk to and from school independently; or
- ☐ access to a mobile phone or other device is necessary to support the management of a specific medical condition, disability or identified additional need; or
- ☐ the Headteacher has granted permission due to other exceptional individual circumstances

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 the St Edmundsbury and Ipswich Diocesan Multi-Academy Trust **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 designated member of staff when you arrive at school.
2. You may not use your mobile phone during the school day.

If you take a mobile phone on a trip or residential:

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent') unless teachers tell you they can be switched on.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of School Staff or other pupils without their consent.

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. 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 contact 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

The phone must be switched off before entering the school premises.

The phone must be handed to the designated member of staff immediately on arrival and collected at the end of the school day.

Pupil Phones Confiscated

Confiscated phones will be stored in a locked cabinet in the headteacher's 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 bring mobile phones, smart watches or other personal communication devices on school trips, residential visits or other school-organised off-site activities.

An exception may be agreed in advance by the Headteacher where:

- access to a device is necessary to manage a medical condition, disability or identified additional need; or
- there are other specific and exceptional individual circumstances that make access necessary.

Where permission is granted, the school will agree clear arrangements with the pupil and their parents or carers about how the device will be stored, supervised and used. Permission will normally be limited to a specific purpose, time and location. The device must not be used to photograph, film or record pupils or adults unless this has been expressly authorised by the school.

Parents and carers who need to contact their child during a trip or residential visit must do so through the school or the emergency contact arrangements provided by the visit leader.

Permission to bring a phone to school for independent travel does not automatically extend to school trips, residential visits or other off-site activities.

Permission may be withdrawn where a pupil does not follow the school's policy or Code of Conduct. Before withdrawing permission, the school will consider the pupil's individual circumstances and its duties relating to medical conditions, disability, SEND, safeguarding and reasonable adjustments.