



St Leonard's CE(A) First School

Mobile Phone Policy



'Let your light shine before others so that they may see your good works and give glory to your Father who is in heaven.'

Matthew 5:16

Adopted by the Governing Board:

May 2023

Date for review: May 2024

Date of last policy reviewed	Changes made
May 2019	Only dates were changed.
January 2021	COVID-19 additions
May 2023	Overhaul of entire policy using model policy from the key for school leadership.



ST LEONARD'S CE(A) FIRST SCHOOL

MOBILE PHONE POLICY

1. Introduction

At St Leonard's 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 community. This policy outlines the appropriate use of mobile phones on our school site.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. As a First School therefore, the school does not allow the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of this policy.

All staff are responsible for enforcing this policy.

The Headteacher is responsible for monitoring the policy annually, reviewing it and holding staff and pupils accountable for its implementation.

2. Aims

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 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

3. Use of mobile phones by Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations (and with the permission of the head teacher), mobile phone use is not permitted during teaching time, while on playground duty (when children are present).
- To ensure the safety and welfare of our children in our care, personal mobile phones are not permitted within the Early Years setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.
- There may be circumstances in which it is 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 or 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. If special arrangements are not deemed necessary, school staff can use the school office number 01538 266292 as a point of emergency contact.

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
- If this is required the member of staff should
- Use their mobile phone 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 a member of staff needs to use their personal mobile to speak to a parent they should ensure that they withhold their number.

4. Data Protection

Staff must not use their personal devices to process personal data, or any other confidential school information. More detailed information regarding this can be found in the schools' data protection policy and online safety policy.

5. Safeguarding

School staff must only make contact with parents via the official online school platforms; parents pay, seesaw and school email which are monitored. Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. This must be done using school equipment.

St Leonard's will ensure that measures are taken including :

- All mobile phones must be kept in a secure place (e.g. in a classroom cupboard, staffroom or office) and should not be accessed throughout contact time with the children.

- Photographs or images of any children within our care may only be taken using the school camera/I-pads and those images should remain within the setting.
- Photographs which are used outside our school setting must have parental permission (see our photograph permissions information).
- When on outings, the school I-pad should be used. If this is not possible, the lead teacher may use a mobile phone to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.
- Staff will only use personal mobile phones or other devices in the staffroom or office areas

6. Staff Sanctions

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

See the school's staff disciplinary policy and code of conduct for more information.

7. Use of phones by Pupils

In general, pupils should not bring valuable items, including mobile phones, to school. There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day in a First School such as St Leonard's.

In **exceptional circumstances** (and with prior arrangement with the parents), pupils may need to bring a mobile phone onto the school grounds. During the school day, the phone must be handed in to the school office. The phone can be collected at the end of the day. The phone is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged phones.

If pupils do bring their mobile phone to school it should be clearly marked with their name.

8. Use of phones by Parents/Visitors/Contractors

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds unless permitted on special events such as Sports Days/sports events/school productions with Head teacher's permission.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.
- Signs are displayed on the school entrances to inform visitors that mobile phones should not be used in school.
- On occasions where visitors need to use a mobile phone to take photos (e.g. contractors taking images for survey purposes, a member of staff should supervise this to ensure that no children are in the photographs.

9. Pupil Sanctions

For pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone by the Headteacher or teacher in charge (handed back to pupil or parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

10. Other Sanctions

Parents/Visitors/Contractors who fail to follow these guidelines will be asked to remove phone from view, and put in a safe location.

If failure to follow these guidelines results in an allegation of inappropriate use of mobile phones, this will also be dealt with under our 'Managing Allegations against staff and other adults' procedures and referred to LADO.

11. Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being or safety of any person;
- Is in breach of any law

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

12. Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods, iPads and similar devices.

13. Exemptions

Exemptions of this policy can only be approved by the Headteacher, and then only in exceptional circumstances.

Appendix 1: Template mobile phone information slip for visitors.



Use of mobile phones in our 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 the staffroom.
- > Do not take photos or recordings of pupils (unless it is your own child), or staff
- > Do not use your phone in lessons, or when working with pupils

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.