

DRAFT

Mobile Phone Policy

Approved by:

Date:

Last reviewed on:

Next review due by:

Contents

1. Introduction and aims	3
2. Roles and responsibilities	3
3. Use of mobile phones by children	3
4. Use of mobile phones by staff	5
5. Use of mobile phones by parents, volunteers and visitors	6
6. Loss, theft or damage	6
7. Monitoring and review	7
8. Appendix 1: Acceptable use agreement for children	8
9. Appendix 2: Permission form allowing a pupil to bring their phone on a trip	9
10. Appendix 3: Template mobile phone information slip for visitors	10

1. Introduction and aims

1.1 Aims

At Litchard Primary School we recognise that outside of school, mobile phones, including smart phones, are an important part of everyday life for some of our older children, 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 children, staff, parents and volunteers
- Support the school's other policies, Safeguarding, Behaviour & Rewards and Anti bullying

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

2.1 Rationale

We understand that many older pupils walk to and from school and families want their children to have a mobile phone on them to ensure they can be contacted. We also understand that many older children stay with family members and use wrap around care and families want them to have their mobile phone on them for contact purposes. However, as a school we want and need to balance this family need to have a mobile phone with our responsibilities to protect and safeguard our pupils while in school.

2. Roles and responsibilities

2.1 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 Senior Leadership Team (SLT) are responsible for monitoring the policy every 2 years, reviewing it, and holding staff and children accountable for its implementation.

3. Use of mobile phones by children

3.1 Children Use

The school recognises that parents/carers in the community feel the need for their children to have access to a mobile phone for communication to home while commuting to and from school. This can help with safeguarding and child protection especially in the long dark winter months. Litchard Primary School supports this approach wholeheartedly. To that end, the school has adopted the following mobile phone best use policy:

- Families need to complete the Mobile Phone Request form (Appendix) to outline the main reasons why their child needs to bring a mobile phone to school. By completing the form, families/parents/carers/pupils agree with the contents of this policy and the consequences for not following the agreed policy.
- Following completion of the Mobile Phone Request form and the agreement of Litchard Primary School, Children are allowed to bring mobile phones to and from school. To ensure their personal safety at all times, phones must be switched off when entering the school site and handed in to the school office, immediately upon arrival. The children then go to class for registration. After being dismissed from their class at 3:15pm or at the ends of an extracurricular activity (4pm) mobile phones can be collected from the school office.
- Children must not use a mobile device, smart watch or electronic device including headphones anywhere in school during the school day. For the purposes of this policy, the school day begins the moment the children enter the school grounds and ends once the children leave the school site. Mobile phones will not be permitted to be used at any after school extracurricular clubs, school trips or residential, or any other event identified by school.
- Any child found using or known to have used their phone during the school day will have the phone confiscated and returned at the end of the school day via the school office. Parents will be informed via the school office.
- If the child is a repeat offender the school will request a parent/carer to come in and collect the phone from the school.
- Any refusal to hand a phone over to members of staff will result in a follow up sanction in line with the school's Behaviour Policy. This would constitute the refusal of a reasonable request by a member of staff.

3.2 Designated areas:

There are no agreed designated areas for pupil mobile phone use at Litchard Primary School.

3.3 Contacting Children and Parents/Carers

In non-urgent situations, parents wishing to contact their child during the school day should ring the school. We have a well-established and efficient system for getting messages to children and pastoral support if it is needed.

If a child becomes unwell or a family/parent/carer needs to be contacted then will be done by the administration team in the school office.

3.4 Sanctions

If a phone is seen by a member of staff it will be confiscated by them.

Once confiscated, this will be placed in the school office where the child will be allowed to reclaim it at the end of the school day.

If a child has their mobile phone repeatedly confiscated, we will request a parent or carer collects it from main reception after 3:15pm.

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
- Covert recording and posting online.
- Impersonation of someone else

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise involved/employed by the school) are not permitted to make or receive calls, or send texts, while children are present.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as offices, empty classrooms (before school, after school, lunchtimes etc and the staff room).

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
- In the case of acutely ill dependents or family members

The Headteacher will decide on a case-by-basis whether to allow for special arrangements.

4.2 Safeguarding

Staff must refrain from giving their personal contact details to parents or children, 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 children.

Similar details and guidance can be found in the E-Safety Policy , Safeguarding Policy alongside the ICT Acceptable Use Policy.

Staff must not use their mobile phones to take photographs or recordings of children, 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 must be done using school equipment.

4.3 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 are not 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
- Not use their phones to take photographs or recordings of children, their work, or anything else which could identify a pupil.

4.4 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5. 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 children, unless it is a public event, 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 children.

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 trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4 above.

Parents must use the School Office 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.

6. Loss, theft or damage

Children bringing phones to school must ensure that phones are stored securely in the office once a Mobile Phone Request form (MPR1) is completed.

Where a mobile phone is brought into school, it is entirely at the child's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school.

Equally, there is no statutory liability on schools for items that go missing in other ways.

Confiscated phones will be stored in School Office in a secure location and must be picked up by the child at the end of the school day.

Lost phones should be returned to the School Office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account relevant advice from Welsh Government, the local authority or other relevant organisations.

This policy will be reviewed every two years.

Appendix 1: Acceptable use agreement for children

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

1. Mobile phones must be switched off on arrival onto the school site and handed into the School Office immediately on arrival.
2. You may not use your mobile phone during lessons or activities.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other children.
4. You cannot take photos or recordings (either video or audio) of school staff or other children anywhere on the school site.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating children or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's Behaviour Policy
10. You must comply with a request by a member of staff to hand in/ hand over a phone. Refusal to comply is a breach of the school's Behaviour Policy and will be dealt with accordingly.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Signed	
Date:	

Appendix 2: Mobile Phone Request Form (MPRF1)

Name of Child:		Class:	
Reason why parent/carer is requesting that _____ needs to bring a mobile phone to school			
<p>By completing this Mobile Phone Request Form and my child completing the Acceptable Use form, I agree that my child will following the contents of this policy.</p> <p>I understand that by completing this form and my child completing the Acceptable Use form, I agree that if my child fails to comply with the contents of this policy that the school has the right to refuse the request.</p>			
Signed: Parent			
Signed: Pupil			
Date:			

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: 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 children are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of children or staff
- Do not use your phone in lessons, or when working with children

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.