

# St George's CEP School



## Policy for Mobile Phone Use

for Staff, Visitors and Pupils

**Date Adopted:** December 2019

**Review date:** July 2023

**Date of next Review:** July 2026

This policy provides guidance on the appropriate use of personal mobile phones by members of staff, visitors and pupils. The policy refers to mobile phones but it applies to all forms of electronic devices including I-pads/I-pods or tablets

It should be read in conjunction with the staff handbook.

### **Visitors**

Visitors to school are asked to turn their phones to silent at reception and instructed to not use them in the presence of children.

### **Staff**

Staff use of mobile phones during their working school day should be:

- Outside of their classroom teaching time or specific pupil 'interaction' time
- Discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be switched off or silent and stored in a safe place not accessible by staff or children during lesson times.

Where an urgent phone call is expected upon the mobile phone, and the member of staff has cleared this with the SLT -giving specific details, they may step out of the room to take it. Staff are advised to give the school telephone number to be contacted upon during the school day as an alternative.

### **School Communication**

We acknowledge that a number of staff use their phone to pick up school messages via email. However, we should remember that-

1. We do not use the phone during classroom teaching time or 'interaction' time
2. We do not expect you to answer emails during teaching time. We would make a personal visit to your room if it was urgent. Class time is for teaching not answering emails.
- 3.

### **School Excursions /Residential Trips**

Staff are required to take a mobile phone to ensure they have full contact with school in case of an emergency. In such cases staff are expected to carry the phone upon themselves and if appropriate ensure it is not on silent. Staff are reminded of policy to not use for any other reason other than in communication with school or in an emergency. Strictly, no photos should be taken of the children or activities. A camera/ school iPad should be used for any photos.

Staff should never contact pupils or parents from their personal mobile phone, or give them their mobile number. If a member of staff needs to make telephone contact with a parent or pupil, a school telephone should be used.

Staff should never send to, or accept from, colleagues or pupils, text or images that could be viewed as inappropriate. With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

This guidance should be seen as a safeguard for members of staff to help prevent false allegations. Staff should understand that failure to comply with this policy is likely to result in the enforcement of our whistleblowing policy and associated procedures.

### **Pupils**

We discourage pupils from bringing mobile phones to school due to the potential issues around safeguarding all of our pupils as outline above.

We accept that some parents want their child to walk to school and would like to know they have arrived and left. Parents and pupils should be aware that mobile phones are valuable and may be lost or stolen. The school cannot accept any liability for the loss or theft of a mobile phone either at school or during the journey to and from school.

### **Procedures**

If a parent wishes their child to bring in a mobile phone they need to complete the permission form (Appendix 1). With consideration to this, it is to be made clear to parents that where they have been given permission for their

child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

When a child brings a phone into school it must be left in the classroom at the start of the day and collected at the end of the day. The phone must be switched off when handed to a member of staff on entering the classroom. Phones should be clearly marked so that each pupil knows their own phone. Teachers will lock these away. They are not allowed out during break time.

Mobile phones should be in a pupils pocket or bag when arriving or departing from school, they should not be visible on school grounds. The school grounds start at the gate next to the barrier for the car park and the gate opposite the link doors near to the kitchen.

The school reserves the right to confiscate any phones/Ipods/Ipads that pupils are seen to be using on the school grounds. These will normally be returned by the end of the day unless it has been used in conjunction with one of the actions listed below.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or members of staff, this will be regarded as a serious offence and disciplinary action may be taken according to the school Behaviour Policy.

If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil's parent in the presence of a senior member of staff. Many phones, especially smart phones, immediately share photos within an iCloud or similar storage facility. Assurance needs to be given by a parent/carer that this is deleted.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

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

Should parents need to contact their child or vice versa, this should be done following the usual school procedures: via the school office.

### **Sanctions**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

As per our behaviour policy pupils will initially receive a verbal warning regarding the use of their mobile phone.

Following this a second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A message via Dojo will also be sent to the parent/carer to inform them of the incident.

On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.

On the fourth infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present.

Depending on the nature of the infringement carried out by the pupil the school will withdraw the agreement to allow the pupil to bring the mobile phone to school and further behaviour sanctions may be applied.