

**Freegrounds Junior School**  
**Mobile Phone Policy for staff, visitors, volunteers**  
**and pupils 2023**



Date of last review: September 2023

Date of next review: September 2024

Date approved: September 2024

Approved by: Working Policy Group

### **Aims**

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils, where the policy outlines the use of 'mobile phones', this also refers to other mobile devices such as smart watches, personal tablets, etc.

At Freegrounds Junior School we recognise that mobile phones are an important part of everyday life for our pupils, 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 pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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.

### **Staff use**

Staff (including volunteers, contractors and anyone else otherwise engaged 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 pupils are not present (such as the staff room). There may be circumstances in which it's 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. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

### **Safeguarding**

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

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

### **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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Authenticating CPOMs log-in

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 pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **Work phones**

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

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **Sanctions**

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

### **Pupil use**

We fully acknowledge the benefits of children bringing a mobile phone with them if they walk to and from school without supervision. However, we ask that parents carefully consider whether their child **needs** to bring a phone to school if this is not the case.

If a child needs to bring a phone into school, a permission slip (Appendix 1) must be completed by the parent/carer and child. As soon as children go into their classroom they must **put their phones in the zippy wallet provided**. This will then be sent to the office and will return to the classrooms at the end of the day.

Phones should be clearly identifiable so that each pupil knows their own phone. Parents and carers are advised that Freegrounds Junior School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

## **Sanctions**

Where a pupil is found to have a mobile phone which has not been handed in to the school office, the phone will be confiscated from the pupil and handed to a member of the office team (*Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)*). The phone will be kept there until the end of the day, when the pupil will be allowed to collect it. If a pupil continues to fail to hand their phone in to the school office, then the school will confiscate the phone until an appropriate adult can come to collect it. This may result in a pupil not being allowed to bring their mobile phone in to school for a fixed period of time as the school reserves the right to withdraw this privilege.

If a pupil is found to be using their mobile phone in school, this will be regarded as a serious offence and appropriate action will be taken according to our Behaviour Policy. If a pupil is found taking photographs or video footage with a mobile phone, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

We ask that parents talk to their children about the appropriate use of their phones, guidance of which can be found on the school website under the 'Parent' tab.

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:

- 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
- Sexting

## **Parent, volunteer and visitor use**

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 pupils, unless it's a public event (such as a school fair), 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 pupils

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 school trips or residential visits must not:

- Use their phone to make contact with other parents
- 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 above. 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.

**Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately recognisable, and are stored securely when not in use.

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

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

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



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Headteacher: Mr Ryan O'Hearn, BA (Hons)

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### Mobile phone agreement (appendix one)

Dear Parent/Carer,

If your child is bringing a mobile phone to school on a regular basis, please could you discuss our mobile phone policy with them (this can be found on the school's website under 'policies'). Some of the key procedures from the policy are detailed below:

- Mobile phones must be turned off when children arrive on the school grounds (as soon as they get through the school gate) and can only be turned back on when they leave the school site
- Mobile phones must be brought into the classroom and placed in the zippy wallet provided
- The school bears no responsibility for the loss or damage to a mobile phone
- Phones should be appropriately recognisable so it can be distinguished from another phone of the same make and model
- Should a child be found using their phone in school then this will be dealt with as a serious behaviour concern. The school reserves the right to withdraw this privilege for any individual, which may result in them no longer be able to bring their phone into school

Thank you for your ongoing support.

Yours sincerely

Ryan O'Hearn  
Headteacher

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### MOBILE PHONE PARENTAL CONSENT

#### **Parent**

I confirm that I have discussed the school's mobile phone policy with my child and I give

permission for (full name) .....  
to bring their mobile phone into school.

Signed.....

#### **Child**

I confirm that I have discussed the school's mobile phone policy with my parent/carers and I agree to follow the expectations of the school when bringing my mobile phone in to school.

Signed.....