

“Each one of you is a child of God” Pope Francis



**All Saints is educating for Unity,
Responsibility, Courage, Wisdom and Generosity**

Mobile Phone Policy

1. Introduction and aims

At All Saints Primary School, 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 school community.

Our policy aims to:

- › Challenge the mindset that children need to carry a mobile phone in order to be safe.
- › Provide our children with an environment free from the distraction and responsibility of carrying a mobile phone.
- › Safeguard pupils and staff and protect their right to privacy.
- › 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 and Safeguarding
- › Data protection issues
- › Potential for lesson disruption
- › Risk of theft, loss, or damage
- › Conflict arising from inappropriate usage on the school site en route to/from 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 Head Teacher is responsible for monitoring the policy annually.

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while in the presence of, or in areas where they might be overheard by children. 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 0151 -288-6420 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.

[Refer to ICT Acceptable Use Policy and Data Protection Policy].

3.3 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.

[Refer to ICT Acceptable Use Policy and Data Protection Policy].

3.4 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.

School will provide a school mobile for staff using during school trips, residential and home 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 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

3.5 Work phones

For some school activities, staff are provided with a mobile phone by the school.

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.

3.6 Sanctions

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

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils are strictly forbidden from bringing a mobile phone into school under any circumstances, including whilst on residential trips. This applies to all pupils, including those who make their own way to and from school.

4.1 Sanctions

If a pupil is in breach of this policy.

- › Phones bought into school will be confiscated by staff and placed in secure cupboard to be collected by parent/carer. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- › Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.
- › 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.
- › Engaging in activity that potentially puts themselves and/or others at risk.

Parents and pupils need to be aware that breaching the ban on bringing mobile phones into school may result in sanctions being imposed. This may include, in some circumstances, exclusion from school. A pupil found to be in possession of a mobile phone whilst on a school residential trip will have their place withdrawn and returned back to school.

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 pupils, even of their own child
- › 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 should speak to Mrs Kirwan, Administration Officer.
- › Do not take photos or recordings of pupils (including your own child or relative), or staff.
- › Do not use your phone in lessons, or when working with pupils.
- › 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 accompanying on 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

6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, visitor or volunteer.

Confiscated phones will be stored in the **[School Office]** in a secure location/locked cabinet.

Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage. Adapt the statement above to explain where and how confiscated phones will be stored, and who is responsible for them.

Lost phones should be returned to Mrs Kirwan, Administration Officer. 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- › Feedback from parents and pupils
- › Feedback from staff
- › Records of behaviour and safeguarding incidents
- › Relevant advice from the Department for Education, the local authority or other relevant organisations.

11. Appendix 4: Template mobile phone information slip for visitors

Use of mobile phones in our school for visitors

- › 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 Mrs Kirwan, Administration Officer]**
- › 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.