



Mobile Phone Policy

Governing Board with Responsibility	Teaching and Learning Committee	
Reviewed/Revised	November 2021	
Date of Next Review	November 2023	
Agreed by Governors	20.10.2021	
Additional Notes	This policy should be reviewed every 2 years or before if requested by the Governing Board or Headteacher.	
<p>When drafting and agreeing policy, governors always act with our four values in mind and our school vision as drivers for change or important decisions. We will ensure that: Policies positively impact on our staff and children’s growth, their faith, our unity as a school community and promote kindness as a thread through all we do. We act in line with our collective responsibility around equality and the protected characteristics and always make decisions that foster an understanding and respect for these.</p>		

Introduction and Aims

At Princess Frederica CE VA Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Terminology

The policy focuses on mobile phones but does make reference to electronic devices. This is due to the pace of technology and the fact that a number of devices today are capable of taking photographs, messaging and making calls on that are not necessarily classed as mobile phones. Electronic devices are included in the scope of this policy.



Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors.

This list is not exhaustive.

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly. It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles (electronic devices)

Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head Teacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and I pads.



- Staff should report any usage of mobile devices that causes them concern to the Head Teacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles (electronic devices)

Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. There are wider concerns around the continued use of expensive mobile phones that are attracting attention of criminals and putting children in greater danger when walking on local streets. Please note points below which are created to keep children safe.

- Pupils are not permitted to have mobile phones at school or on trips.
- Under no circumstances, are children below Year 5 to bring a mobile phone to school.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school and they are in either Year 5 or Year 6, the parent must discuss the issue first with their child's teacher or a senior leader depending on the situation.
- A consent form must be completed before the pupil can start to bring their mobile phone to school. This must be returned to the school office. Please refer to appendix a.
- The phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the week that the phone is found in. A second incident of this kind will result in the pupil not being allowed to bring their mobile phone to school for the remainder of the academic year.
- The school will not be held responsible for the security of a mobile phone brought into school unless they are handed into the office for safekeeping.
- The school will only allow a small selection of mobile devices to be brought into school. Further information on this can be found in appendix b.

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VA Primary School
Head Teacher – Mr A Richards
Email: admin@princessfrederica.brent.sch.uk

Where an electronic device (such as a mobile phone) is used inappropriately in school (E.g. to bully or intimidate others), the head teacher does have the power to intervene (or by instructing other members of staff) and confiscate items found through a search as it is an item that has been deemed as banned under school rules. This includes examining any data or files on the electronic device if there is good reason to do so.

If a prohibited electronic device is seized by a member of school staff and they have reasonable grounds to suspect that it contains evidence in relation to an offence, then a decision will be made on whether it is appropriate to delete any files or data or retain the device as evidence of a breach of school discipline. A decision will also be made on whether the device should be given to the police as soon as is reasonably possible. If this is the case, any files or data will not be removed from the electronic device.

Volunteers, Visitors, Governors and Contractors All Volunteers, Visitors, Governors and Contractors

Volunteers, Visitors, Governors and Contractors All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. There are key pointers to mobile phone use in the 'Safeguarding and Information Leaflet' given to all visitors and shown on screen when signing in on the electronic sign in screen. All visitors are to be signed in by the member of staff responsible for their visit.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

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Appendix a

September 2021

Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy. Your child needs to give their phone to their class teacher at the start of the day. The school bears no responsibility for the loss or damage to a mobile phone. Your child's phone should be appropriately marked so that they can recognise it. Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Mr Richards

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year

to bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date.....

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Appendix b

The following are examples of phones that may be brought by children to school.



Nokia 105



Samsung E1200



Alcatel 10.16G

Reference: DFE Searching, screening and confiscation. Advice for headteachers, school staff and governing bodies. January 2018