Mobile phone policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
January 2025	Headteacher	January 2026	No	No

Headteacher: Mrs Emma Humphrey

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Contents

1. Introduction and aims 2
2. Roles and responsibilities 2
3. Use of mobile phones by staff 3
4. Use of mobile phones by pupils 4
5. Use of mobile phones by parents/carers, volunteers and visitors 4
6. Loss, theft or damage 5
7. Monitoring and review 5
8. Appendix 1: Permission form allowing a pupil to bring their phone to school 6

1. Introduction and aims

At Anstey Junior School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers 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
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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 Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

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3. Use of mobile phones by staff

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 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 staffroom).

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 01420 84486 as a 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

For further information please refer to the school's data protection policy, ICT acceptable use policy or speak to the Headteacher or data protection officer.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers 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.

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
- Using two factor authorisation
- Posting to the school social media pages
- Supervising off-site trips
- Supervising residential visits
- Calling parents during school closures

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
- Ensure caller ID is withheld when contacting parents/carers. Contact should be made via the school office where possible.

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3.5 Work phones

Anstey Junior School does not have a work mobile phone.

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 may bring a mobile to school if they travel to school by themselves providing a 'bringing mobile phones to school' letter has been signed and returned to the school office. Appendix 1.

Pupils may not use their phone during the school day, all phones should be turned off, placed in the phone box and kept in the school office.

4.1 Sanctions

Pupils who are found to have not handed their phone into the school office as per the mobile phone procedure will have their phone confiscated. The phone will be kept in the school office until the end of the school day where it will be returned to the pupil (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

Headteachers/DSL have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. However, if the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response.

If staff suspect inappropriate behaviour, they should discuss with the headteacher/ DSL.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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

5. Use of mobile phones by parents/carers, volunteers and visitors

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Parents/carers, 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/carers, 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 via the Visitor information Leaflet.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents/carers 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.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled 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.

There is a disclaimer in the permission forms for bringing a phone to school the policy is available on the school website.

Confiscated phones will be stored in the school office in a secure location under the responsibility of the Headteacher.

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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

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8. Appendix 1: Permission form allowing a pupil to bring their phone to school

Dear Parent,

I understand your child would like to bring his/her mobile phone into school.

Anstey discourages pupils from bringing mobile phones to the school on the grounds that they are valuable and may be lost or stolen. A valid reason must be supplied in order for the request to be considered.

Where parents allow children to bring a mobile phone to school they are entirely at their own risk.
The school accepts no responsibility for any loss or damage whilst the phone is on school premises.
The phone must be switched off whilst on school premises.
The phone must be handed to the class teacher at the start of the day and will not be returned until the end of the day. Phones will be locked in the school office during the day.

Would you please sign and return this letter as confirmation that you agree to the above conditions. The school will return a copy of this letter to you once a decision has been made.

Yours sincerely

EHumphrey
Emma Humphrey
Headteacher

Reason for phone being on school premises (please state):

I accept the risks of my child bringing a mobile phone into school and I indemnify Anstey Junior School and Hampshire County Council of a blame should the phone be lost or stolen.

Signed: Name:

Child's name and class:

This section to be completed by the school:

Approved ☐ Not Approved ☐ Date:

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