

Mobile Phone Policy

Hurley Primary School



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1. Introduction and aims

At Hurley 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:

- 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, including the safe guarding policy and staff code of conduct.

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 two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for reviewing this policy every two years.

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 working with 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 or member of SLT 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 (01827 872207) as a point of emergency contact.

Staff may use their phones for administrative tasks relating to work: checking their school email, consulting the school diary.

3.2 Data protection

Staff must not use their personal mobile phones to process school data, or any other confidential school information other than through county approved links, such as welearn365 email accounts.

3.3 Safeguarding

Staff should refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Teachers will provide their school email addresses to parents to enable communication. All contact via email should remain professional. Emails to and from these accounts are monitored by WCC IT services.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. Contact through approved channels such as Homeroom should be kept professional at all times. Any contact via the Hurley Primary Facebook page should be responded to by a member of the SLT.

Staff mobile phones connected to a school account and school iPads can be used to take photographs or recordings of pupil and their work. Any photos or recordings of children should be uploaded to a school device as soon as possible and deleted from the staff phone.

Homeroom may be used on staff phones to keep parents informed about upcoming events and the work children are doing. As mentioned above, all contact using this app should be kept professional and the app should be removed from staff phones when they leave Hurley Primary School.

Where staff mobile phones have access to the internet through Hurley wireless networks, staff must use the internet in a safe and appropriate manner, as outlined in the online safety 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

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

- Only take photographs or recordings of pupils or their work on phones linked to school accounts and upload these to a school device and then delete them as soon as possible.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 The school mobile phone

There is a single mobile phone used to keep in contact with parent by sending texts. This phone is stored in the school office, and should be kept secure when unattended.

The office staff and SLT may use the phone to contact parents. This phone may sometimes be taken on residential trips in order that contact with parents can be made.

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

On a day-to-day basis, children at Hurley Primary School must not bring mobile phones into school and this will be generally discouraged. However, there are some circumstances where this is acceptable:

- As children move into the upper juniors, some children walk home on their own from school or extra-curricular activities. In these situations, parents may want their child to have access to a phone when they walk home.
- Some children may need to take phones with them at the weekend to another parent's house.
- If pupils need to bring a mobile phone into school, the mobile must be handed to the school office. It is important to note that Hurley Primary School, its staff and pupils will not be held responsible for the loss or damage of a phone brought into school. The owners of these phones maintain sole responsibility for them and must accept that they leave these phones at school at their own risk.
- Pupils must not use their mobile phones at ANY point during the school day, on the school grounds or within the school building.
- Smart watches are not allowed for pupils as these have safeguarding implications like phones. Pupils should not bring these to school. Pupils can wear watches with step counters only as long as these have no ability to send and receive messages or take photos. Pupils wearing these watches do so at their own risk.

4.1 Sanctions

If pupils are in breach of this policy, their mobile phones will be confiscated until the end of the day and their parents will be informed.

Repeated incidents of inappropriate use or possession of a mobile phone may result in further sanctions being taken as explained in the school's behaviour policy, such as loss of playtime.

Furthermore, staff have the power to search pupils' belongings for phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

The DfE guidance also allows staff to search a pupil's phone if staff 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.

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, 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 in section 4 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.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are labelled with their name.

Staff must also secure their personal phones.

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.

The school accepts no responsibility for phones that are damaged or stolen when being stored by teachers for pupils.

Confiscated phones will be stored in the school office and the members of staff in the office will then be responsible for these.

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 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

8. Appendix 1: Mobile phone information slip for visitors

Use of mobile phones in our school

- › 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 the staff room or outside the front entrance to the school.
- › 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.

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