

# **EARLSMEAD PRIMARY SCHOOL**

## **Use of Mobile Phones Policy**



**SUCCESS *for* ALL**

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## **MISSION STATEMENT**

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life-long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged, hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

## **OUR VISION**

Working in partnership with children, parents, staff and governors, as a community we will achieve *Success for All* through:

**S***ecuring resilience*

**U***nderstanding values and respecting others*

**C***ommitting to our learning*

**C***ommunity involvement*

**E***quality for all*

**S***triving to do our very best*

**S***etting high expectations*

## Introductions and Aims

At Earlsmead Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our families, as well as the wider community.

This policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for staff, parents/carers, students on placement or work experience, volunteers, and children who have obtained permission to bring their phone to school.
- Support the school's other policies, including Child Protection, Staff Code of Conduct, EYFS Policy and the E-Safety and Acceptable Use of ICT Policy.

This policy also aims to address some of the challenges posed by mobile phones in schools, such as:

- Risks to children.
- Data protection issues.
- Risk of theft, loss or damage.

**Every member of school staff (including volunteers, students and regular visitors) is expected to read and follow this policy.**

## Roles and Responsibilities

**All staff (including teachers, associate 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. Nisha Peshawaria, Assistant Headteacher, is responsible for monitoring this policy annually and reviewing it when needed with the support of the wider Senior Leadership team.

## Use of Mobile Phones by Staff

Staff (including volunteers, students on placement or work experience, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phones (including to make or receive calls, or send texts) in spaces where 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 is 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 another member of the Senior Leadership Team in her absence) will decide whether such special arrangements can be granted. If special arrangements are not deemed necessary, school staff can use the school office number (020 88645546) as a point of emergency contact.

## **Personal Mobile Phones**

In addition to the above, staff should follow these rules with regards to using mobile phones at work:

- Staff should have their phones on silent or switched off, and out of sight (e.g. in a drawer or handbag) during class time.
- It is also advised that staff securely protect access to functions of their phone.
- 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.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

## **Mobile Phones for Work Related Purposes**

We recognise that mobile phones provide a useful means of communication for off-site activities. However, if given consent to, 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 unless it is an emergency and the Headteacher or a member of SLT has authorised this. Generally, all relevant communications should be made via the school office or via Class Dojo.
- Where parents are accompanying trips, 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.

*Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into artificial intelligence (AI) tools. For detailed guidance on our data protection practices, please refer to our [Data Protection, Privacy and SARs Policy here](#) or on our school website.*

## **Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through any social media and messaging apps. Staff must not accept pupils as 'friends' and must not approach pupils to become their friends on social networking sites. Personal communication of this nature could be

considered inappropriate and unprofessional, and make that individual vulnerable to allegations.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. They should not use their full name in their profiles on social networking sites, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private. They are advised to check the security and privacy settings of any such sites they subscribe to and set these to maximum.

### **Sanctions**

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

### **Use of Mobile Phones by Volunteers, Students on Placement or Work Experience, Visitors, Governors and Contractors**

All volunteers, students on placement or work experience, visitors, governors and contractors are expected to follow the above guidelines for *use of mobile phones by staff* as it relates to all staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones. Expectations in this area also form part of the induction process for volunteers and student teachers.

### **Use of Mobile Phones by 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.

Many children have unlimited and unrestricted access to the internet on their phones. Therefore:

- Pupils are not permitted to have mobile phones on their person at school or on trips.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school if they are traveling home on their own, the following procedure must be followed:
  - The parent must provide written consent before a mobile phone can be brought into school.
  - Once written consent has been obtained, the child can bring a mobile phone to school.
  - The phone must be switched off and handed in to the class teacher first thing in the morning.

- The phone can then be collected at home time.
- The phone is left at the owner's own risk.

### **Sanctions**

Mobile phones brought to school without permission will be confiscated and parents will be asked to collect the phone at the end of the day by the class teacher.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.

### **Use of Mobile Phones by Parents/Carers**

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 allow parents to photograph their own children only at school events such as sports day using their mobile phones.

We request that parents do not photograph or record during class/special assemblies. School staff capture the event instead, and share these images or recordings as appropriate with the wider parent group.

Earlsmead Primary School reserves the right to search the content of any mobile or handheld device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. In such circumstances, the police may be contacted.

### **School Trips**

Parents/carers supervising school trips must not:

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

### **Loss, Theft and Damage**

Where consent has been obtained for a child to bring their mobile phone into school for the purposes of walking home alone, the phone must be switched off and handed to the class teacher first thing in the morning.

The phone should be appropriately labelled and stored securely throughout the day. This will be determined by each classroom teacher but may include the use of a

classroom drawer on the teacher's desk. The phone can then be collected at home time.

It is always good practice to secure mobile devices as much as possible, including passwords or pin codes to protect the phone's functions. Parents are encouraged to support their children to do this. Staff must also secure their personal phones; failure to do so could result in data breaches.

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

Confiscated phones will be passed on immediately to a member of the Senior Leadership Team who will store them in a locked cabinet until returned to parents directly at the end of the day.

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

## **Monitoring and Review**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing this policy, Earlsmead 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.



## **Appendix 1: Template Mobile Phone Information Slip for All 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 must go to the staffroom.
- Do not take photos or recordings of pupils 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 paper version of our Use of Mobile Phones Policy is available on request from the school office.