



Mobile Phone Policy

Last reviewed:	Approved by:	Next Review due by:
28.4.2021	Management Committee	April 2023

1. Introduction and Aims

At the Queens' Federation 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 Federation'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 Executive Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Management and Communications Committee will be responsible for reviewing this policy every 2 years.

3. Use of Mobile Phone by Staff

3.1 Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the Federation) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted 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 senior staff will decide on a case by case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 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. The Federation's data protection policy and acceptable use policy can be found on the website.

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.

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

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 should be made via the school office, however, if essential 141 should be put in front of the parents phone number so the staff members number is withheld.

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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. Please see the School's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils may only bring mobile phones to school if they travel to or from school alone. Parents should seek permission from the class teacher for their child to have a phone in school. Pupils must adhere to the Federation's acceptable use agreement for mobile phone use (see Appendix 1).

- Any mobile phone must be left in the school office at the start of each school day and should be collected as the child leaves.
- No mobile phone should be kept by the pupil on their person or in their bag.
- No mobile phones should be brought to school events such as the school disco or residential trips.
- If it is deemed essential that the pupil has access to a mobile phone, they will be looked after by a member of staff.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve parents, 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.

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 attend training. Parents or volunteers supervising school trips:

- 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 mobile phones to school must ensure that they are appropriately labelled and are stored in the School Office.

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

Lost phones should be returned to the school office and staff will attempt to contact the owner.

7. Monitoring and Review

The Queens' Federation is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, we will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department of Education, the Local Authority or other relevant organisations
- The Management and Communications Committee of the Governing Body will accept the policy every 2 years.

8. Appendix 1 – Code of Conduct for Pupils

Code of Conduct / Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone to school:

- Phones must be switched off and left with the School Office on arrival.
- You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
- Avoid sharing your contact details with people you don't know and don't share other people's contact details without their consent.
- Don't share your mobile phone password or access codes with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text / messaging app
 - c. Social media
- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
- Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the Federation's behaviour policy.
- You must comply with a request by a member of staff to switch off, or turn over a phone. Refusal to comply is a breach of the Federation's behaviour policy and will be dealt with accordingly.

9. Appendix 2:

Permission Form allowing a pupil to bring their phone to school

Pupil Details	
Pupil Name:	
Year Group / Class:	
Parent (s) name (s):	

The School has agreed to allow (Pupil Name) to bring (his / her) mobile phone to school because they:

- Travels to and from school alone.
- Is a young carer.
- Attends before or after-school provision where a mobile phone is required for the activity, or to contact parents.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement. The school reserves the right to revoke permission if pupils don't abide by the agreement.

Parent signature: _____

Pupil signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	