



Mobile Phone Policy

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Reviewed by:	Laura Webb - Governor
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1. Aims

At Excellence Girls Academy, 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 and many will wish to have their personal mobile phones at work for use in case of an emergency.

However, safeguarding of children within the setting is paramount and it is recognized that personal mobile phones have the potential to be used inappropriately. To ensure the safety and appropriate use of this equipment, and to safeguard children, the following policy applies.

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, 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

Whilst reference has been made to mobile phones, this policy covers any equipment or device that can make and / or receive mobile calls. Where reference has been made to staff, this policy also covers volunteers and non-teaching staff including parents.

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.

3. Use of mobile phones by Staff and Governors

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/during contact time. 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 will decide on a case-by-basis whether to allow for special arrangements. This will be by prior arrangement and where staff supervision levels will not become compromised.

Staff shall remain responsible for their own property and will bear the responsibility of any losses.

Except where it has been agreed, the personal use of mobile phones outside of the above will result in a disciplinary procedure.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

The school's telephone number shall be used as the main point of contact for staff in an emergency. Staff shall ensure family members have been given the school number, in case they need to be contacted in an emergency.

The school mobile phone is labelled as such and is kept in the office.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

More detailed guidance on data protection can be found in the school's data protection policy and ICT and Internet acceptable use policy.

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.

Please refer to our ICT and Internet acceptable use and online safety policies for further guidance on connecting with parents or pupils over messaging apps or social media.

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.

If the school uses classroom apps or programmes that require the use of a member of staff's mobile phone, there may be appropriate use of mobile phones in these circumstances but these will be communicated to staff on a case-by-case basis. Likewise, if we require staff to use their phones to access the internet.

All staff has a duty of care and must notify the Headteacher/SLT if they have any concerns regarding inappropriate or misuse of mobile phones by staff. Any breach of protocol will result in invoking disciplinary procedures.

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
- 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 must be made via the school office

During outings designated staff members are permitted to carry mobile phones for health and safety reasons.

A school mobile will be carried during any visits outside of school to contact parents in the event of an emergency.

3.5 Work phones

Some members of staff may be 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.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

In general, pupils are not permitted to use mobile phones in school.

However, we recognise that some pupils require a mobile phone for safety and communication purposes associated with travel to and from school or there may be special circumstances where use of mobile phone may be necessary e.g., young carers who need to be contactable.

However, in all cases, pupils are required to hand their phone into the school office upon entry to school and they can be collected at the end of the day.

Pupils will not be permitted to use mobile phones during break or lunch times.

Pupils may be occasionally allowed to use mobile phones at the direction of the teacher for classroom activities/trips and visits/educational activities only but this will be discussed and arranged with pupils beforehand and under the permission of the Headteacher.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

If a phone is not handed in upon entry to school or is seen being used without prior agreement, it will be confiscated and will only be returned to the parent/carer. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).

If a pupil has been given permission to use their phone but is used inappropriately, it will also be confiscated and only be returned to the parent/carer.

In all cases, additional sanctions may also apply in line with the school's behaviour policy.

The school has the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a pupil's phone if they 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. Staff should refer to the Headteacher or a member of the SLT if they find inappropriate content on a phone, or if they suspect inappropriate behaviour.

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
- 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 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 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.

We make sure pupils and parents are aware of the disclaimer above by:

- Displaying signs up in the school entryway or office
- Disclaimers in permission forms for bringing a phone to school or on a school trip/visit
- Sharing this policy and disclaimer with new pupils and parents

We acknowledge that schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage. Confiscated phones will be stored in the school office in a secure location. The Headteacher is responsible for these phones.

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

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.

It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

8. Related policies

This policy should be read alongside the School's:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- ICT and Internet Acceptable Policy
- Online Safety Policy
- Parent's/Carer's Code of Conduct
- Staff Discipline Procedures

- Staff Code of Conduct
- Visitors Policy
- Volunteers Policy

Appendix 1: Mobile Phone Acceptable Use Agreement for pupils

Mobile Phone Acceptable Use Agreement

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. 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 school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.