



MOBILE PHONE AND SMART DEVICES POLICY

**In force with effect from
September 2023**

Presented to: LGC

Date approved: ¹	
Date reviewed: ²	
Date of next review: ³	

1.0 Introductory statement

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

While mobile phones and personal smart communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Safeguarding of children within the school is paramount.

2.0 School Staff

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.

The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times.

Staff should not contact pupils or parents from their personal mobile phones in or out of school times, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment should be used for this. Staff should not allow themselves to be photographed by pupils.

In circumstances such as outings and off site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency. A 'trip phone' should be taken on the visit to ensure pupils have a method of contacting staff if necessary.

3.0 Students

We recognise that the majority of our students bring mobile phones to school. Expectations around phone usage are clearly communicated to all students. When on the school site, mobile phones should be switched off and out of sight. Mobiles phones are not permitted to be used in between lessons and break times.

Mobile phones will be confiscated in the event of a member of staff witnessing use of a mobile phone without prior permission.

Students will have a 'one chance' system.

1. On the first occasion only, the student may collect the device from Pastoral / Main Reception at the end of the school day.
2. On the second and subsequent occasions all confiscated phones will have to be collected by the student's parents / carers at the end of the day from Main Reception. Should a parent / carer be unavailable to do this, the student concerned

will be able to collect their phone after school on the Friday of the week in which the phone was confiscated.

3. If a student refuses to hand over their mobile phone, this will be deemed as a failure to follow staff instruction and the Behaviour Policy will come into force. The student's parents / carer will be contacted as soon as possible to resolve the behaviour issue and the student will receive a further sanction.
4. When a phone is confiscated, there may be a time delay before the phone is able to be collected.

4.0 Parents, visitors and contractors

Parents, visitors and contractors are respectfully asked not to use their mobile phones at all on the school site/in any area where young people are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by young people to avoid unnecessary disturbance or disruption. Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

Videoring or recording conversations or meetings on school grounds is not permitted and the meeting will be adjourned should recording or videoring be attempted.

5.0 Inappropriate or illegal content

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the Allegations of Abuse process will be followed (please refer to the school's Safeguarding Policy).

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

6.0 Review

This policy will be reviewed every 3 years or at times of change.