

# Godstone Primary and Nursery School



## Mobile Phone Policy

**REVIEW DATE:** December 2023

**REVIEWED BY:** Headteacher

**NEXT REVIEW:** December 2025

**WRITTEN BY:** Nick Usher

Headteacher: Nick Usher

Chair of Governors: Liam McGivern

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### 1. Introduction and aims

At Godstone Primary and Nursery School we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, parents/carers 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 children, staff, parents/carers 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

### 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 and Designated Safeguarding Leads (DSLs) are responsible for monitoring the policy every two years, reviewing it, and holding staff and children accountable for its implementation.

### 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 the children are present. Use of personal

mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staffroom).

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.

If special arrangements are not deemed necessary, school staff can use the school office number – 01883 742 326 - as a point of emergency contact.

### **3.2 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or children, 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/carers or children.

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

### **3.3 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 children, their work, or anything else which could identify a child
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### **4. Use of mobile phones by children**

Children in Year 6 are allowed to bring a mobile phone to school if they are travelling to school by themselves, they are a young carer or they are attending an after school club. Children who are allowed to bring their phones to school must adhere to the school's acceptable use agreement (appendix 1) and complete a permission form (appendix 2). All phones must be handed to the class teacher at the beginning of the day. The phones will be stored in the classroom and then handed back to the children as they leave the school premises at the end of the day.

#### **4.1 Sanctions**

If a child fails to adhere to the acceptable use agreement (appendix 1) or the terms of use within this policy, the following sanctions may apply:

- The phone may be confiscated, following the Education and Inspections Act 2006 processes and procedures and the DfE's guidance on searching, screening and confiscation
- The child may not be allowed to bring their phone into school on other occasions

If a mobile phone is confiscated, it will be returned to the child's parent/carer at the end of the school day.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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/carers, volunteers and visitors**

Parents/carers, 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 children, 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 children

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of children, their work, or anything else which could identify a child

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4 above. Parents/carers 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**

Children bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use. Children 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 children are travelling to and from school.

Confiscated phones will be stored in the school office in the safe. Lost phones should be returned to the Headteacher. 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 children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and children
- 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: Acceptable Use Agreement for Children**

### **Acceptable Use Agreement**

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

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other children.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating children or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
8. 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.
9. Don't use your phone to view or share harmful content.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

## Appendix 2: Permission form allowing a child to bring their phone to school

PUPIL DETAILS	
Child's name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow ..... to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Children 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 revoke permission if pupils don't abide by the policy.

Parent/carer signature: \_\_\_\_\_

Child's signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

### **Appendix 3: 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 children are present.
- Do not take photos or recordings of children (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with children

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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