



# Rushbury CE Primary School

## Mobile phone policy



<b>Approved by:</b>	Steve Morris	<b>Date:</b> 1 <sup>st</sup> September 2024
<b>Last reviewed on:</b>	1 <sup>st</sup> September 2024	
<b>Next review due by:</b>	1 <sup>st</sup> September 2026	

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## 1. Introduction and aims

At Rushbury School 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 school's other policies, especially those related to child protection and behaviour.
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- 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

## 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 2 years, reviewing it, and holding staff and pupils 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, or use their phone for any other reasons while children are present on site. 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 and this request must be made ahead of any potential mobile phone usage on the school site.

If special arrangements are not deemed necessary, school staff can use the school office number (01694 771233) 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 school's AUP policy includes further information in this respect.

### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. However, it is appropriate for school email addresses to be shared with parents/carers and this method of communication should be utilised with parents, rather than use of mobile phones.

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
- Supervising residential visits
- Pre and after-school care contact/bookings are permitted through calls/messages from a personal mobile number where this can not be done via the main school phone (landline), such as confirming bookings out of school hours

In the above 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 (unless it is linked to pre/after school care). If necessary, contact must be made via the school office phone. In the event of a personal mobile phone having to be used to contact a parent, the contact number must be preceded by 141, so as to show as 'Unidentified number/caller' to the recipient. In addition, permission to contact a parent/carer using a personal mobile phone should be sought from the headteacher, if at all possible. If not, the staff member would need to be able to justify the reason for the course of action, to the headteacher.

### 3.6 Sanctions

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

See the school's code of conduct policy for more information.

## 4. Use of mobile phones by pupils

Pupils are not permitted to use their mobile phones during the school day or to remove the phone from their bag/coat. Pupils may bring a mobile phone onto the school site and it may be used to communicate with parents/family **after the school day** but not during. The school does not take any responsibility for any potential loss/damage to the mobile phone if it is brought on site. School will NOT confiscate a phone (other than for a specific safeguarding reason) and will, instead, request that parents/carers ensure that the child does not bring their phone to school if there is a clear case of inappropriate usage.

## 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. They will be informed of this as part of the signing-in process when arriving on site.

In addition, they must not:

- › Take pictures or recordings of pupils, without express permission from the headteacher
- › Use any agreed photographs or recordings for personal use only, and not posting on social media without consent (for example pictures/recordings related to a school performance)
- › Not using phones in lessons, or when working with pupils

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 previously

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.

## **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.