



# **NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL**

*"Together with love and joy of God, we will discover, develop and maximise our unique potential."*

## **MOBILE PHONE POLICY**

Head Teacher	<b>Julia Dean</b>
Chair of Governors	<b>Daisie Rees-Evans</b>
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**AMENDMENT HISTORY**

Date	Issue	Status	Reason for Amendment	Person Responsible

## MOBILE PHONE POLICY

*The Father has loved us so much! He loved us so much that we are called children of God.  
And we really are his children. – 1 John 3:1 – ICB*

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance.

We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

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### 1. Introduction and aims

At Norton Juxta Kempsey CE Primary 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.

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 is responsible for monitoring the policy every 3 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, while children are present and 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 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 01905820420 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.

This can be found in AAT data protection and ICT acceptable use policies.

### **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:

- Security lockdowns or emergency evacuations

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- 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.

### 3.5 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

- NJK discourages pupils bringing mobile phones to school in year groups below YR5.
- Pupils are allowed to bring a mobile to school when travelling to school by themselves.
- When a child needs to bring a phone into school the phone must be left in the school office at the start of the day and collected at the end of the day.
- Phones should be clearly marked so that each pupil knows their own phone.
- Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Pupils must adhere the school's code of conduct/acceptable use agreement for mobile phone use.

### 4.1 Sanctions

- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice.
- If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

### 4.2 Examining and erasing mobile phone content

Under the [Education Act 1996](#) (as amended), the headteacher, and any member of staff authorised to do so by the headteacher can carry out a search and confiscate any mobile phone that they have reasonable grounds for suspecting:

- Indecent images of children
- Pornography
- Abusive messages, images or videos
- Evidence relating to suspected criminal behaviour such as threats of violence or assault.

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Before a search, if the authorised staff member is satisfied that they have reasonable ground for suspecting any of the above, they will also,

- Take disciplinary action in accordance with NJK's Behaviour Policy
- Not return the phone until the images have been removed.

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the Headteacher/DSL
- Explain to the pupil why they are being searched, how and where the search will happen, and give them the opportunity to ask questions about it,
- Seek the pupil's co-operation, if the pupil refuses to co-operate, they will be dealt with according to the behaviour policy.

Authorised staff members may examine, and in exceptional circumstances erase any data or files on a mobile phone that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on a mobile phone, the staff member should reasonably suspect that it has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence.

If inappropriate material is found on the mobile phone, it is up to the staff member in conjunction with the Headteacher/DSL to decide on a suitable response. If there are images, data or files on the mobile phone that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a mobile phone, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the mobile phone will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent refuses to delete the material themselves.

If a staff member **suspects** a mobile phone **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- **Not** copy, print, share, store or save the image.
- Confiscate the mobile phone and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- Our Behaviour Policy

Any complaints about searching for or deleting inappropriate images or files on pupils' mobile phones will be dealt with through the school complaints procedure.

## 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.

- Parents will be made aware of disclaimer.

Confiscated phones will be stored in the school office in a secure cabinet and be returned to child at the end of the day or to a parent if this is more appropriate.

While members of staff endeavour to take care of confiscated phones, they are not liable for the loss or damage to any item they have confiscated lawfully (see the [Education and Inspections Act 2006](#)).

Lost phones should be returned to the school administrator and an attempt to contact the owner will be made.

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on 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
- Although governors do not have to approve this policy their comments are welcomed.

## 8. Links with other policies

This mobile phone policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Complaints procedure
- Online safety policy
- ICT and internet acceptable use policy

## Appendix 1: Code of conduct agreement for pupils

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

1. Mobile phones are discouraged for pupils below Year 5.
2. Mobile phones can be brought to school but must be left in the school office during school hours.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes with anyone else.
5. 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
6. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
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 pornography or other harmful content.
10. 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.
11. 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.

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**Appendix 2: Permission form for pupils to use mobile phones during lessons.**

PUPIL AND LESSON DETAILS	
<b>Pupil name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

PURPOSE

**Pupil agreement**

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's code of conduct on the use of mobile phones still applies.

Pupil signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

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**Appendix 3: Permission form allowing a pupil to bring their phone to school.**

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

The school has agreed to allow .....to bring his/her mobile phone to school because  
.....

Travels to and from school alone

Is a young carer.

Is attending a school trip or residential where use of mobile phones will be allowed

Needs the phone for an educational activity during class time.

Attends before or after-school 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 code of conduct.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

**Appendix 4: Template 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 pupils are present. If you must use your phone, you may go to staff room.

Do not take photos or recordings of pupils (unless it is your own child), or staff.

Do not use your phone in lessons, or when working with pupils.

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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