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|  | <p>North Wootton Academy Priory Lane North Wootton Kings Lynn Norfolk PE30 3PT</p> |
| <p>Name of policy:</p> | <p>Mobile Phone Policy</p> |
| <p>Lead member of staff with responsibility for this policy:</p> | <p>Mr J Grimsby</p> |
| <p>Date of governors meeting when policy agreed:</p> | <p>NA</p> |
| <p>Type of governors meeting:</p> | <p>Academy Council</p> |
| <p>Date of implementation:</p> | <p>September 2023</p> |
| <p>Details of dissemination:</p> | <p>This policy is available on our school website. The policy is available for all staff, visitors, pupils and parents.</p> |
| <p>Frequency for review:</p> | <p>Annually</p> |
| <p>Next due for review:</p> | <p>July 24</p> |

Aims

- 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
- Risk of theft, loss, or damage

Roles and responsibilities

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 Principal and Online Safety Lead is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

This policy will be shown to Governors as it is considered an element of effective safeguarding.

Use of mobile phones by staff

Personal mobile phones

- It is accepted that most staff will have their phone with them as they enter the school; however, they are asked that it remains securely away at all times in lockers, or a desk drawer unless permission from the head has been sought.
- The school cannot be held responsible for any damage or theft to these devices as they are brought at the owner's risk.
- Emergency contact should be made via the school office or by walkie-talkies where provided. If you are in a location where communication is not possible (e.g. fields, woods) and you do not have a walkie-talkie then staff should carry mobile phones for emergency use only.
- Staff should have their phones on silent or switched off and out of sight (eg in a drawer) during class time.
- Personal phones should not be visible when pupils are present or staff are engaged in their contracted work.
- Use of phones (including receiving/sending texts and emails) must be limited to break times and in areas where pupils are not present e.g. in office area, staff room, empty classrooms.
- Should there be exceptional circumstances (e.g. acutely sick relative), the Principal or office manager needs to be informed and permission will be given for phones to be carried. However, this privilege may not be able to be given to those with intimate care responsibilities.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, Ipads or school phones.
- Staff may be asked to carry mobile phones on school trips in case of emergencies; however, walkie-talkies will be used for general communication and a school mobile will be sent with the trip leader for school/parent contact.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Lone working within the school is not permitted without permission; however, at times, the caretaker may need to do so in order to open and close up. Their mobile phone can be upon their person whilst acting in this role.
- Designated safeguarding leads will use their phones at times to access CPOMS in order to review safeguarding incidents; however, this again, should be within private areas where pupils are not present.

School Mobile Phones

- The school has one mobile phone that will be issued to a trip leader during school trips and to pastoral leads during any extended lockdown.
- 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.

Data protection

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

It is understood that many staff will have work-based communication apps syncing to work accounts for emails etc. Whilst general communication through this format is acceptable in-line with the agreed staff usage above, any processing of pupil data or communication of a 'sensitive' nature (see ICT Code of Conduct) must be completed on work issued devices.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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 (See Visit and Trips Policy)
- Two-step authentication for secure websites.

However, as stated, a school mobile will be issued to the trip leader.

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

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

In Year 5 and 6, pupils may request to bring their mobile phone to school as it is accepted that many are travelling to and from school by themselves.

This is permitted so long as long as parents have provided consented through an online version of the home school agreement (See Appendix 1) and that their phones are stored securely within the classes in a locked box/drawer throughout the day.

The only time pupils may keep their phone in their possession is during extended-care wherein it will be confiscated if seen.

We are also aware that children may gain a mobile phone during the year e.g. Christmas and we would ask that parents and carers to contact the office at this point to gain access to the form.

Sanctions

Should pupils be unable to adhere to the rules the following will take place:

- Phones be confiscated? (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).
- Parents will be contacted and requested to collect the phone from the school office where they will be held within a locked draw.
- Repeated failure to follow these rules will result in the pupil unable to bring them on to school site.

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:

- Phones to be locked in school locker provided unless they are needed for an essential aspect of their role in school.

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.

Use of mobile phones during school performances and sports day

The school will permit parents and careers to record performances and sports days as we feel these are important memories that parents should have, unless there are clear safeguarding reasons as to why this cannot happen.

This will be discussed with all parents and carers who do not provide photograph consent.

The school will ask that these are for private use and request that they are not shared on social media and reserve the right to change this rule at any time.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely.

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.

This is made clear through this policy and through the parent agreement (See Appendix 1)

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

Appendix 1: Mobile Phone Agreement for Parents

Dear Parents and Carers,

As we allow Year 5 & 6 pupils all allowed to walk to school unaccompanied, we agree with the need for mobile phones to be brought into school in order to make this process safe.

However, we would also require that you provide consent and acknowledge an understanding of the following points:

- Phones will only be sent for those who are travelling to and from school unaccompanied for safety reasons.
- Phones must be turned off and passed to the class teacher at the start of the day; they will be placed in a locked box in individual named bags and passed back at home time.
- The only time children are permitted to have their phone is in extended-care/clubs and these must be kept in bags or coats at all times.
- Whilst the school will attempt to keep these phones safe, it can bare no responsibility for damage or theft and parents send these devices at their own risk.
- Should pupils be seen using phones within the school grounds, they will be confiscated and kept in the office until a parent can collect them.
- Should a pupil consistently break these rules or be found to be using their phone inappropriately on the way to and from school e.g. for recording others, cyber-bullying etc. they may be asked to no longer bring these devices into school.

