Rivers
PRIMARY ACADEMY

We Inspire to Aspire

Mobile Phone Policy

Reviewed: September 2020

Next Review: September 2021

Introduction and aims

At Rivers Primary Academy we recognise that mobile phones, including smart phones, are an important part of everyday life. 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.

This policy also aims to address some of the challenges posed by mobile phones in schools, 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.

Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Designated Safeguarding Lead (Caroline Dawes) is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the academy) are not permitted to make or receive calls, or send texts, while children are present. 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. The Head Teacher/Deputy Head Teachers will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, academy staff can continue to use the main office number 01922 710164 as a point of emergency contact.

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.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. An academy mobile phone is always available and should be taken on school trips. 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.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use academy 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.

Sanctions for Staff

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

Use of mobile phones by pupils

Children are not permitted to bring their mobile phones onto the academy site unless they walk to/from school by themselves and their parent/carer has signed the permission form (Appendix A).

In these cases, phones must be handed to the class teacher and locked away. Children are not allowed to use their phones during the school day or on the school site. The academy does not accept any liability for any damage or theft that may occur.

Sanctions for Pupils

If a pupil is in breach of this policy, their phone will be confiscated (under sections 91 and 94 of the Education and Inspections Act 2006) and handed to one of the Deputy Head Teachers. They will then need to be collected by a responsible adult.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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 any pupils other than their own;
- 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. These are presented on our visitor flyers.

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 must use the main 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.

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 academy accepts no responsibility for mobile phones that are lost, damaged or stolen on academy premises or transport, during school visits or trips, or while pupils are travelling to and from school as per the permission form (Appendix A).

Monitoring and review

The academy 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

This policy should alongside the following policies:

- WAT Acceptable Use Policy
- WAT Staff Code of Conduct
- WAT Data
- Child Protection and Safeguarding Policy

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Appendix A: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	

Parent(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they travel to and from school alone.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right revoke permission if pupils don't abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	