



HOLY CROSS CATHOLIC PRIMARY SCHOOL

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Learn, Grow, Love, Live

Mobile Phone Policy 2023-2025

This policy should be read in conjunction with the following policies: Safeguarding and Child Protection Policy, Anti-bullying Policy, E-Safety Policy; Acceptable Use Agreement for Staff and Pupils with which it complies.

Version	Date	Description of changes and person/organisation responsible
1.0	January 2023	Introduced

People Responsible:	Headteacher Governing Body
Reviewed date:	January 2023
Next review date:	January 2025

Mission Statement

At Holy Cross Catholic Primary School,
we learn about ourselves and about the world.

We grow in faith,
we act with kindness, generosity and love
to ourselves and others.

We live life to the full and have a future full of hope.

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1. Introduction and aims

At Holy Cross 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 and develop children’s learning and understanding of our whole school online safety rules;
- support parents in understanding the issues and risks associated with children’s use of digital technologies.

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.

Ensuring the online safety of the members of our school community requires a whole school approach.

This policy has therefore been written in consultation with the following stakeholders:

- Headteacher;
- Safeguarding Link Governor;
- Governing Body;
- Staff;
- Parents/carers;

- Pupils.

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 staff room). If walking to one of these places, mobile phones should not be in use – this includes hours when breakfast or after school clubs are in operation.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time, for instance:

- expected emergency contact by their child, or their child's school;
- expected emergency contact for acutely ill dependants or family members.

Requests to have access to a mobile phone during times when children are present must be agreed by the headteacher. If deemed unnecessary, school staff should use the school office number 01793 527679 as a point of emergency contact.

On school trips, school mobile phones can be used as the method of communication between school and venue. Teachers and support staff may take their personal mobile phones, but these must be kept out of sight unless for essential use for the trip or essential messages to/from school or venue or parents. No mobile phone camera technology is to be used on school trips under any circumstances. School iPads must be used for all photographs on trips and a school mobile taken for communication purposes only.

3.2 Smart watches

Many smart watches have the same capabilities as mobile phones and allow communication via text and through social media. Teachers, support staff, volunteers and pupils who possess a smart watch must adhere to the following guidelines:

1. If your smartwatch is capable of generating a 4G signal or has a camera, then it is not permitted to be worn whilst on the school premises.
2. If you have a fitness tracker that does not generate a 4G signal or doesn't have a camera but connects to a phone via Bluetooth, you must ensure that the Bluetooth on your phone or on your watch is disconnected before you enter the building.

All students and other volunteers in school will undergo an induction during which safeguarding, including use of camera technology and mobile phones, will be made clear. Members of the public or staff at events, for example, are also not permitted to use mobile phones to photograph Holy Cross children unless authorisation has been provided by the headteacher.

3.3 Data protection

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

3.4 Safeguarding

Staff should not provide their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff are not permitted to connect with current pupils through any social media platform including Facebook, WhatsApp, Instagram.

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.

3.5 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 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.

3.6 Sanctions

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

4. Use of mobile phones by pupils

We recognise that mobile phones and other internet-enabled devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, mobile devices are capable of more than simply helping a child get in touch with parents at the end of the day. Therefore, it is incumbent upon parents to understand the capabilities of the phone/device and the potential use and mis-use of those capabilities. Holy Cross Primary School discourages children from bringing mobile phones to school if at all possible and other internet-enabled devices are not permitted, due to the potential negative issues that may arise, for example:

- mobile devices may be lost, stolen or damaged;
- mobile devices can prove a distraction to teaching and learning in school;
- they may provide a means of bullying or intimidating others;
- risks associated with sharing images and with posting digital images on the internet.

If it is necessary for a child to bring a mobile phone or other internet-enabled devices to school, for example those children who walk to/from school on their own, these will be kept in the office for the duration of the school day. Children need to drop their device at the office before entering the school site and collect it after leaving the site at the end of the day.

Children who bring a mobile phone or smart watch to school must sign an agreement alongside parents that they understand the rules of use of mobile/camera technology in school. If these rules are breached, this may result in further disciplinary action being taken.

4.1 Sanctions

Appropriate sanctions will be actioned for any pupil in breach of rules for mobile/camera usage, or if inappropriate usage is suspected by staff, including confiscation of the device. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). If confiscated, the mobile phone will be held in the school office and returned at the end of the school day. Inappropriate content or inappropriate includes, but is not limited to:

- bullying or harassment.
- 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.

The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

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) and with the authority of the headteacher;
- using any photographs or recordings for personal use only, and not posting on social media without consent;
- not using phones in lessons, or when pupils are present.

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 are permitted to take photographs at events such as sports day or performances with the headteacher's agreement. They are reminded that these should not under any circumstances be published on social media of any kind. Under no circumstances must parents use their phone (for calls, messages, photographs or internet) whilst in the school building. This extends to smart watches and cameras/recording equipment.

Our playground is also a mobile phone/camera technology free zone and we request that all visitors to the site when dropping off/collecting children adhere to this rule for safeguarding reasons. Visitors to the school must sign in using our electronic system. There is a tick box to confirm that they understand the rules around use of mobile phones in school.

Parents or volunteers supervising school trips or residential visits must not:

- use their phone to contact 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 with the office for the duration of the school day. Pupils must ensure their phones are turned off.

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 and children will sign a home-school agreement explaining that the school accepts no responsibility for mobile phones as above. See Annex 1.

Confiscated phones will be stored in the school office in the school safe.

Lost phones should be returned to the school office. 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 pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- feedback from parents/carers 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: 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 [his/her] mobile phone to school because [he/she]:

- travels to and from school alone;
- attends before or after-school where a mobile phone is required to contact parents;

By signing this agreement, I agree to abide by the school’s policy on the use of mobile phones, and its acceptable use agreement. I agree to leave my phone at the office before I come on to the school site and collect it after leaving the site at the end of the day. My phone/device shall be turned off and clearly labelled. I acknowledge that 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.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____

Pupil signature : _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

APPENDIX 3: 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.
- 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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