

# Mobile Phone Policy

Sacred Heart School



**Approved by:** Lysie Tuplin

**Last reviewed on:** September 2023

**Next review due by:** September 2024

# Contents

1. Introduction and aims .....	2
2. Roles and responsibilities .....	2
3. Use of mobile phones by staff .....	2
4. Use of mobile phones by pupils .....	3
5. Use of mobile phones by parents/carers, volunteers and visitors .....	4
6. Loss, theft or damage .....	4
7. Monitoring and review .....	5
8. Appendix 1: Mobile Phone Permission Form for pupils .....	6

---

## 1. Introduction and aims

At Sacred Heart School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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/carers 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 year, 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/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.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

In the majority of cases, school staff should use the school office number 0114 2344362 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in the school's data protection policy.

### 3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, 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

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, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. 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

Pupils in Y5 and Y6 may bring mobile phones to school only when travelling to or from school by themselves. They must be turned off on arrival at school and stored in the phone wallet in class. Under no circumstances are pupils permitted to use their mobile phone during the school day. Mobile phones are not permitted on school trips or residential.

Parents must complete mobile phone permission form (see appendix 1).

## 4.1 Sanctions

Pupils found in possession of a mobile phone during the school day will have the phone confiscated and parents will be contacted to collect the phone. Repeated instances of having a mobile phone without permission or not handing a mobile phone in will result in permission being withdrawn and sanctions being implemented as per the behaviour policy.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

If staff, pupils or parents/carers find inappropriate content on a phone, or suspect inappropriate behaviour, this should be reported to a member of the safeguarding team.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- 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

## 5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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
- 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, or anything else which could identify a pupil

Parents/carers 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/carers 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 stored securely in their phone wallet.

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. This is made clear on the mobile phone permission form.

Confiscated phones will be stored in the school office/headteacher's office in a secure location.

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 take into account:

- 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

## 8. Appendix 1: Mobile Phone Permission Form for pupils

### PERMISSION TO BRING A MOBILE PHONE TO SCHOOL

Please note that you are asked to make your child aware of the rules relating to mobile phones within school, which are set out below.

I understand that the following conditions apply:

1. Before entering school grounds (including breakfast club), mobile phones should be switched off and then deposited in the phone wallet.
2. The use of mobile phones (including cameras) is not allowed within the school grounds at any time (including in breakfast and after school clubs and when leaving the school site)
3. Mobile phones should only be turned back on when your child has left school grounds.
4. Mobiles should only be brought to school if there is a valid reason to do so (please state the reason below). Permission will usually only be given if your child travels to and from school independently.
5. If these conditions are not adhered to, permission to bring a mobile phone into school may be withdrawn
6. The school is not responsible for the loss, theft, or damage to the phone. Please make arrangements to include this in your household insurance or other appropriate cover.

Pupil Name .....

Reason for needing to bring a mobile phone to school

.....

Signed ..... Date .....