St Catherine's
CE PRIMARY SCHOOL

Mobile Phone Policy



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Aims
At St Catherine's CE Primary School, we recognise that mobile technology, including smart phones and watches, 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.

ROLES AND RESPONSBILITIES
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 and Designated Safeguarding Lead is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

ALL USERS
Users bringing personal mobile telephones into school must ensure there is no inappropriate or illegal content on the device. It is the responsibility of all members of staff to be vigilant, challenging inappropriate behaviour if appropriate and report any concerns to the Headteacher or Deputy Headteacher and/or following safeguarding procedures as required. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding and Online Safety policy.

STAFF ON SCHOOL PREMISES
Staff are required to place their mobile phones in a place that would reasonably be deemed as secure and inaccessible by pupils. Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Smart watches can be worn by staff in school but must not be used for anything other than telling time. Staff are not permitted to use their mobile phone, or have it readily available for use, whilst in the vicinity of children, regardless of contact/non-contact times.

Staff are permitted to use their mobile phones and to access additional features of their smart watches e.g. for health reasons during breaks but only when completely away from children e.g. the staffroom. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.

Staff should report any usage of mobile devices that causes them concern to the Headteacher, or in the case of the Headteacher causing concern, report this to the Chair of Governors.
When unavoidable, staff may arrange to receive urgent calls on the school's phone during the school day. Permission for this to happen should be sought from the Headteacher or Deputy Headteacher prior to arrangements being made with office staff, who as appropriate will notify the member of staff if a call is received. Alternatively, and by mutually agreed arrangements, in such a case of emergency, staff may choose to leave their mobile phone with office staff.

When contact is needed with parents, staff should use the school phone as much as possible. When contacting parents in an emergency staff must ensure 141 is used before any call is made to protect the staff member's privacy.
The exemptions to all of the above clauses are the Headteacher and Deputy Headteacher who should, whenever possible, be in possession of their mobile phones so that they may act and make appropriate contacts in case of an emergency, however, this should be done away from children and visitors. They can use their personal devices in situations where school devices are not available to hand and agree to remove pictures as soon as possible. Staff are informed of this policy upon Induction.

3. STAFF OFFSITE (visits, trips etc.)
All offsite activities require staff to be in possession of fully charged mobile phones to be used in the event of any of the circumstances outlined within the risk assessment occurring.
It is good practice for the visit leader to contact the Headteacher or Deputy Headteacher when the party have safely arrived at their destination and again as they are departing.
Occasionally, such as in the event of traffic delaying return, it is necessary for the visit leader to contact the Headteacher or Deputy Headteacher in other circumstances. In the event of an emergency, the visit leader may need to contact a parent. The office should do this whenever possible, if this is not possible e.g. after-hours trip, the visit leader would call using 141 to protect their personal number. Other than those circumstances outlined above, the direction provided in Section 2 should be respected, including the appropriate actions being taken if accompanying adults fail to adhere to this policy.

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

PARENTS AND VISITORS
Visitors are not permitted to use their mobile phones when in contact with the children in the school building, they should be kept out of sight of children at all times. Visitors are not permitted to use their phones as recording devices or cameras within the school.
Should they need to take or make a call, visitors are asked to be discreet and respectful, moving completely away from the children outside the building. Staff must not hesitate to ensure that this happens, even if a call has already begun.
Staff should report on any usage of mobile devices by parents or visitors that causes them concern to the DSL or Headteacher.
On the playground, staff will intervene if it was felt that a parent was using a phone to take photos or video footage of parents, staff or children on the school site.

Whole School Events (assemblies, productions etc.).
Prior to any event commencing and along with other information, parents and visitors are informed of the following:

- Parents and visitors are expected to ensure that phones are turned off or made silent during school events.
- Parents and visitors are requested not to post any photos taken during any school event on any social network site if those images capture any child but their own.
- They are informed that doing so could put other children at risk.

PUPILS

- Pupils are not permitted to have mobile phones or smart watches at school or on trips.
- If a parent wishes for his/her child to bring a mobile phone to school to contact the parent after school, then the parent must fill in the phone permission slip.
- The phone must be handed in, switched off, first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Smart watches are not permitted regardless of permission.
- The Phone may not be used under any circumstance on school site.

SANCTIONS

Mobile phones or smart watches brought to school without permission will be confiscated, locked away, and returned to the pupil at the end of the day. Parents will be informed of the incident, and it will be logged on CPOMS. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

School 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:

- Poses a risk to staff or pupils.
- Is prohibited.
- Is evidence in relation to an offence.

Any incident that may require the search of a phone will be bought to the attention of the DSL team, who will speak to the child to gain their consent to search the phone. If the pupil does not agree to the search, staff can still carry out a search for the above reasons only. An authorised member of staff can search a pupil's phone when the pupil and another member of staff are present.

Informing the designated safeguarding lead (DSL)

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a phone has been used for the above reasons.
- If they believe that a search has revealed a safeguarding risk

All searches, including incidents where no items were found, will be recorded on CPOMS.

Informing parents

Parents will always be informed of any search on a phone. A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What action the school has taken, including any sanctions that have been applied to their child

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.

Where mobile phones or other devices are used in school inappropriately or in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – such incidents may result in use of the behaviour sanctions within the school behaviour policy.

CONTRACTORS AND VISITING WORKERS

On entry and signing in to the school, contractors and workmen should be requested to keep mobile phones in their pockets/bags and not use them whilst children are anywhere in the vicinity. If it is necessary for contractors/workmen to have their mobile phones to implement their role effectively and they are in the vicinity of children, then they are to be supervised.
It is the responsibility of all members of staff to be vigilant, challenging inappropriate behaviour if they feel it appropriate to do so, but always to report any concerns to a senior member of staff and/or follow safeguarding procedures as required.

LOSS, THEFT AND DAMAGE

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. Confiscated phones will be stored in the school office in a locked cupboard.
Lost phones should be returned to the main school office. The school will then attempt to contact the owner.

MONITORING AND REVIEW

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare.

DISSEMINATION

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.

Our School's Mobile Phone & Other Smart Devices Rules

St Catherine's CE PRIMARY SCHOOL



Please turn your phone off and ensure it is not visible while you're on the school site.



Please do not use mobile phones and other smart devices where pupils are present. If you must use your phone, you may go outside of the school office area.



Do not take photos or recordings of staff or pupils.



A full copy of our mobile phone policy is avilable on our school website.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school premises or transport, during school visits or trips, or while pupils are travelling to and from school

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THANK YOU FOR KEEPING YOUR PHONE IN YOUR POCKET!





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OUR SCHOOL IS A MOBILE-FREE ZONE!

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