



Dame Elizabeth  
**CADBURY**

# **Mobile Phone Policy**

## **July 2019**

**Review Date: July 2020**

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## 1. Introduction and aims

1.1 At Dame Elizabeth Cadbury 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.

1.2 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 Behaviour policy and associated policies

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to safeguarding
- Data protection issues including GDPR
- Potential for lesson disruption
- Risk of theft, loss, or damage of phones and/or personal information
- Appropriate use of technology in the classroom and across school site

## 2. Roles and responsibilities

### 2.1 Staff

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

2.2 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.

2.3 Mr M. Dunn and Mr W.Ali are responsible for monitoring the policy every 12 months, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

3.2 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts during lesson and duty times. 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).

3.3 There may be circumstances in which it's authorised by the Head teacher (under special arrangements) for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- To call for assistance from a senior leader if assistance is required to deal with a pupil or pupils

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

3.5 If special arrangements are not deemed necessary, school staff can use the school office number 0121 464 4040 as a point of contact. Reception staff are responsible for efficient communication of messages.

### **3.6 Safeguarding**

3.7 Staff must never give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

3.8 Staff must never publish their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

3.9 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. In exceptional circumstances, the HT should be consulted for advice.

### **3.10 Using personal mobiles for work purposes**

3.11 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

3.12 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 or if contact via personal mobile phone is unavoidable, in this instance all reasonable steps should be taken and immediately reporting it to the Head teacher.
- Make immediate report of the need for phone usage to the Head teacher or in his absence the Deputy Head teacher.

### **3.13 Work phones**

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

3.15 Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

3.16 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.

### **3.17 Sanctions**

3.18 Staff that fail to adhere to this policy may face disciplinary action. The whistle blowing policy and staff code must be adhered to in full.

3.19 See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by pupils

### 4.1 Permitted use of mobile phones

4.2 We recognise that to and from school when travelling pupils will require phones in order to contact parents and make any plans necessary for safe arrival and departure. All pupils however must have mobile phones switched off and out of sight for the duration of entering school and leaving school via the gates

- Mobile phones and earphones are NOT appropriate in the School environment as they lead to distraction to pupils and their peers in lessons as well as cause issues around inappropriate use during unstructured time. If pupils need to make an urgent phone call, they will be permitted to use the phone in reception or House/SLT office. Pupils are not permitted to use their phones to send a text. Earphones are not to be seen in school, the only time headphones will be allowed is when provided by a teacher to support learning in a lesson.

4.3 The Head teacher and Deputy Head teacher have the powers to screen a pupil's phone if a phone is seen to be out or switched on breaching the rules and indicating that it may have been used inappropriately in school. Whilst screening of phones does not require parental consent, in most circumstances the Head teacher/Deputy head teacher will attempt to contact parents first. Material on the phone that we believe show signs of criminal activity will be handed directly to the police

- During the school day an unannounced phone check may be conducted by a senior leader in order to ensure that they are out of sight and most importantly switched off. If a pupil is seen to have a mobile phone switched on during this check, then the phone is confiscated and is then treated as breaching school rules as well as potentially be used against school policy.
- Where a child refuses to take part in phone screening, their mobile phone will be retained by the school and parents contacted to attend a meeting with the Head teacher.
- Screening may also take place where staff have concerns about a potential breach of the policy.
- Pupils found to have their mobile phone switched on or out, as well as earphones will have the item(s) confiscated. Pupils who do not comply with any school rules will be dealt with for defiance in line with the behavior policy. Staff who confiscate any items will pass it immediately to the allocated admin member of staff in a confiscation envelope, with all details correctly completed.
- If a child's phone is on then then we believe that they are at risk of causing harm or worry to other pupils or adults, therefore a screening of the phone may take place to ensure no inappropriate content is found. This could be where photos may have been taken or the use of social media in or out of lessons without permission of the other pupils or communication being made that may lead to a situation occurring both in or out of school.

4.4 Certain types of conduct, bullying or harassment can be classified as criminal conduct such as taking a photo of a child without permission or communicating to arrange an event where pupils may be in danger. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

4.5 Such conduct includes, but is not limited to:

- Sexting
- Altering an image of a child
- Posting an image online/social media of another person without their consent
- 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

4.6 We have used and will always uphold the [DfE's guidance on searching, screening and confiscation](#) guidelines.

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

5.1 Parents, visitors and volunteers (including governors and contractors) must adhere to this policy when they are on the school site during the school day.

5.2 This means:

- Not having a phone out at any point on school site
- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons or anywhere on school site, or when working with pupils

5.3 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.

5.4 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

5.5 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.

5.6 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. Pupils making or receiving contact directly may face disciplinary action for defiance and breach of this policy.

## 6. Loss, theft or damage

6.1 Any personal belongings brought into school site are at the individuals own risk and 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.

6.2 Confiscated phones will be stored with Mrs Field in the Durham Office and placed in a secure envelope clearly labelled.

6.3 Lost phones should be returned to a House office. The school will then attempt to contact the owner.

## 7. Monitoring and review

7.1 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
- Approval of the Matrix trustees

## 8. Frequently asked questions

### 8.1 What if I need to contact my child?

*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. Pupils making or receiving contact directly may face disciplinary action for defiance and breach of this policy.*

### 8.2 How will I know my child has got to school safely?

*All pupils must have mobile phones switched off and out of sight for the duration of entering school and leaving school via the gates but can phone parents prior to entering the school gates.*

### 8.3 What do I do if I contact my child after school hours and it is switched off?

*Please contact the school office or your child's Head of House who will be able to support you in the matter.*

#### **8.4 What if my child forgets to switch off their phone?**

*If an unannounced phone check is conducted by a senior leader and your child's phone is switched on during this check, then the phone is confiscated and is then treated as breaching school rules as well as potentially be used against school policy. It is important that pupils remember to switch off phones on arrival at the school gates.*

#### **8.5 Why do you need to screen my child's phone?**

*The Head teacher and Deputy Head teacher have the powers to screen a pupil's phone if a phone is seen to be out or switched on breaching the rules and indicating that it may have been used inappropriately in school. Whilst screening of phones does not require parental consent, in most circumstances the Head teacher/Deputy head teacher will attempt to contact parents first. Screening may also take place where staff have concerns about a potential breach of the policy.*

#### **8.6 What do you look for when you are screening phones?**

*Screening of the phone will involve a check to see no inappropriate content is found. This could be where photos may have been taken or the use of social media in or out of lessons without permission of the other pupils or communication being made that may lead to a situation occurring both in or out of school.*

#### **8.7 My child hasn't committed an offence so why are you screening the phone?**

*If a child's phone is on then then we believe that they are at risk of causing harm or worry to other pupils or adults, therefore a screening of the phone may take place to ensure no inappropriate content is found.*

#### **8.8 Does my child get their phone back if it is switched on in school?**

*Staff who confiscate any items will pass it immediately to the Mrs Field in a confiscation envelope, with all details correctly completed. This is then returned back to the child at the end of the day, if screening of the phone has taken place and no issues are raised then the phone is also returned back to the child at the end of the day. This will be recorded by the school if a second instance occurs where a phone has been confiscated then parents are contacted by school and asked to collect the phone, it will be kept in school until this takes place. Any material on the phone that we believe show signs of criminal activity will be handed directly to the police.*