



MARSDEN JUNIOR SCHOOL

Mobile Phone Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	April 2024	Last reviewed by:	SLT
Last updated:	April 2024	Last updated by:	J Stuttard
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1. Introduction and aims

At Bowling Green Academy, 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 Senior Leadership Team 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, during teaching time and/or while children are present. Use of personal mobile phones must be restricted to non-teaching 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. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members.

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

If special arrangements are not deemed necessary, school staff can use the school office number (01422 374863) 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). Please refer to the ICT Acceptable Use Policy for further details.

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, 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. The Senior Leadership Team will decide on a case-by-case basis whether to allow for special arrangements.

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
- Refrain from using their phones to contact parents/carers unless it is an emergency.

3.5 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 school 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.

3.6 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

We recognise that parents/carers may decide that their children in Year 5 and Year 6 can bring mobile phones into school, for instance if they are:

- Travelling to school by themselves
- Going to a different residence after school (a parent, family member, friend, etc.)
- Young carers who need to be contactable.

If children do bring their mobile phones to school during the day, they are not permitted to use them. Phones should be handed into class teachers and placed in either green trays or teacher's drawers for safekeeping until the end of the school day. This strategy - 'handed in on arrival' – is one listed by the Department for Education's (DfE) [Mobile Phones in School](#) guidance. This will be shared with children and parents/carers, as appropriate. The phone must be collected at the end of the day from the above safe places. Phones must be concealed while leaving the school premises.

Pupils will not be permitted to take mobile phones onto residential visits unless in exceptional medical circumstances and agreed by the Principal. In these circumstances, phones will be handed in to the visit leader.

In exceptional, agreed circumstances (e.g. a medical need), the school recognises that a pupil may need to access their phone during the school day and this will be supported by staff.

4.1 Sanctions

If a child is found to have a mobile phone on them, it will be taken off them and placed in the main school office for safekeeping until the end of the school day to be collected by a parent/carer. Authorised staff in school can search a pupil or their possessions if they have reasonable grounds to suspect a pupil has one in their possession, particularly if there is a safeguarding risk involved in the pupil keeping their phone. This is supported by the DfE's [Mobile Phones in School](#) guidance. In these situations, mobile phone procedures will be recapped and it will be considered a breach of the school's Positive Behaviour Policy.

If a child is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the child until the images have been removed by an appropriate person, such as a parent or carer.

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, 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 when working with pupils.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at the main office 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, their work, 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 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 appropriately labelled and are stored securely agreed spaces (see above). Phones should be turned off.

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 main school office for collection later.

7. Walkie-Talkie Units

Walkie-talkie units are used routinely throughout the school day as part of our schools' safeguarding measures. The units are primarily used to support staff on duty at breaktimes and lunchtimes. However, they are also used in the event of emergencies such as fire, behaviour incidents, urgent medical care etc.

Using the units

All staff receive training on using the handsets and information which can be given over the airwaves. This training is completed as part of the induction process. All staff are reminded that:

- No conversation is private

- Only use initials of staff and children. Full names are never to be used or any other 'personally identifiable information' such as addresses, phone numbers etc.
- The units are for brief communication, which may be backed up by telephone calls and face-to-face communication.
- The units are only to be used for professional use within the school.

To use the unit:

- The unit must be switched onto **channel 1** before leaving the office to ensure it is working properly (if this is changed to a different channel, it must be changed on all 4 walkie talkies).
- 2 walkie talkies are taken out onto the playground every play and lunchtime. Walkie Talkies are also used if working one-to-one with a child.
- Anyone using the walkie talkie must wear the ear piece at all times. [Office staff will not have the ear piece in but the volume turned up so it can be heard at all times].
- To speak, press the button on the main wire (from the ear piece).

Locations & Maintenance of the units

There are 4 walkie-talkie units in school. The charging units are located in the main school office. They must be returned to the office after each use and recharged overnight.

The main user of the unit should be responsible for charging the walkie talkie.

The units should not be taken off school grounds.

The walkie talkies are checked periodically by the School Business Manager.

8. 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.