



ST ANDREW'S CE MOBILE PHONE POLICY

This Policy reflects St. Andrew's Church of England Primary School's Christian ethos and mission statement. It was written with our Christian value of Responsibility in mind.

Our School Vision

At St Andrew's CE Primary School, we aim to bring children to a place where they can realise their full potential. Our Christian values are the foundation of all we do and each one is a facet of the central value, love, which 'always protects, always trusts, always hopes, always perseveres.' (1 Corinthians 13:7)

At St Andrew's CE Primary School, we recognise that mobile phones, including smart phones/watches, are part of everyday life for some of 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/smart watches 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.

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
- Pupils

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not encouraged to make or receive calls, or send texts, while children are present and during contact time unless there is a personal situation or emergency.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not usually 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.
- unexpected school emergency

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/cameras must be used for all photographs on trips and where possible a school mobile taken for communication purposes only.

Smart watches

Many smart watches have the same capabilities as mobile phones and allow communication via text and through social media. Staff wearing smart watches should adhere to the same guidelines as mobile phones.

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 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.

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 or withheld number

Use of mobile phones/smart watches by children

We recognise that mobile phones and other internet-enabled devices are part of everyday life for some 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 important for parents to understand the capabilities of the phone/device and the potential use and mis-use of those capabilities. St Andrew's CE Primary School does not permit children to bring mobile phones to school and other personal internet enabled devices are not permitted (this includes Smart watches).

The above is 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 and on the way home at the end of the day
- they may provide a means of bullying or intimidating others
- risks associated with sharing images/inappropriate content and with posting digital images on the internet

Sanctions

Appropriate sanctions will be actioned for any pupil in breach of rules for mobile/camera/watch. Schools are permitted to confiscate phones/watches 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 to a responsible adult at the end of the school day.

Inappropriate content 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 may involve the police or other agencies as appropriate.

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:

- refrain from taking pictures or recordings of pupils
- using any photographs or recordings for personal use only, and not posting on social media without consent from other parents/school
- not using phones in lessons, or when pupils are present.

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 if anyone other than their children are visible.

Parents must not use their phone (for calls, messages, photographs or internet) whilst in the school building unless there is an emergency. This extends to smart watches and cameras/recording equipment.

We encourage adults, where possible, to help our playground also be a mobile phone/camera technology free zone and we request that all visitors to the site when dropping off/collecting children adhere to this for safeguarding reasons.

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.

The rapid change in technology means this policy may not cover all devices in the above. The school has the right to request additional devices are not bought to school.

Date: September 2024

Review Date: September 2027

Signed

(Chair of Governors)

Signed

Date