



**St. Cuthbert's**  
Roman Catholic High School

# **WHOLE SCHOOL POLICY & PROCEDURES**

## **MOBILE PHONE POLICY**



### **Mission Statement**

*'The Lord God requires of us that we should help others whenever we can,  
always make the right choices and be the best that we can be in everything that we do'.*

Policy: Mobile Phone Policy		
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## **1. Introduction and aims**

At St. Cuthbert's R.C. High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our Students, 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 Students, staff, parents 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 Assistant Headteacher, Pastoral is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and Students 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 Students are not present (such as the staff room).

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

If special arrangements are not deemed necessary, school staff can use the school office number 01706 647761 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.

The school's ICT acceptable use policy and data protection policy can be found: <https://scrchs.net/parents/policies>

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or students, 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 or students.

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

### **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 Students, 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

### **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 students

Students are allowed to bring mobile phones to school as we recognise the majority of our students travel to school independently.

Students MUST turn off their phones as they arrive at the school gate and the mobile phone should be placed in their bag or in their blazer. The mobile phone must not be seen. Students are not permitted to use their mobile phones whilst on the school site during the school day.

##### 4.1 Sanctions

Schools are permitted to confiscate phones from Students under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- Mobile phones are NOT to be used at any point during the school day including at break, lunch or outside on the school yards. Students MUST put their phones away as they enter the school grounds. Mobile phones that are seen will be confiscated.
- Where a mobile phone is seen or heard, the member of staff will ask to confiscate the phone. There will be no chances to put the phone away.
- Students should hand over their phone, if requested, where staff will place it in a labelled bag and contact On Call to collect it so it can be placed in the school safe.
- Students will also be issued with a C3 detention.
- Students can collect their phones at the end of the day. The confiscation process is the same for banned items as outlined in the school's behaviour policy.
- Students who refuse to hand over their phone will be removed from the lesson for defiance/refusal to follow instructions and taken to the school's Reflect Room.
- Parents will be contacted and informed of this.
- If the student does hand the phone over they will still remain in Reflect, accessing their lessons, due to the defiance they have shown.

Staff due have the power to search Students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a student's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If staff, students or parents find inappropriate content on a phone, or if they suspect inappropriate behaviour, they should notify the school's safeguarding team, [safeguarding2@scrchs.com](mailto:safeguarding2@scrchs.com) immediately. Parents can contact the school directly on the office number 01706 647761.

Staff should alert On Call so that the phone can be confiscated and the content preserved. Staff should also fill in a CPOMS report so the safeguarding team are aware. Safeguarding will then decide the next appropriate step.

Any student who is concerned, can speak with the safeguarding team, pastoral team or any other member of staff they trust.

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
- 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, 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. The acceptable use of ICT for visitors can be found at <https://scrchs.net/parents/OnlineSafety>

This means:

- Not taking pictures or recordings of students, 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 students.

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.

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 Students, 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 Students 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. They must not try to contact their child on his/her personal mobile during the school day.

## **6. Loss, theft or damage**

Students bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Students 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. 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 whilst students are travelling to and from school.

The school will:

- Include a disclaimer in its home-school agreement
- Provide a copy of policy and disclaimer to new students and parents

Confiscated phones will be stored in the school safe in a plastic bag clearly labelled with the student's name.

Schools that confiscate phones from Students become responsible for the phone, and can be held responsible for loss, theft, or damage.

Lost phones should be returned to lost property in 120 (pastoral 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 Students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- 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: Code of conduct/acceptable use agreement for Students

<https://scrchs.net/parents/OnlineSafety>

You must agree to the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during school hours once on the school grounds.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating Students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## 8. Appendix 2: Template mobile phone information slip for visitors

<https://scrchs.net/parents/OnlineSafety>

### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to reception
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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