

The Meadows School



Mobile Phone Policy

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Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	13/01/2023	First Issue	A.Benjamin	
1	10/02/2023	Updated to include work emails on phones	A.Benjamin	
2	20/11/2024	Two factor use	A.Benjamin	

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1. Rationale

At the Meadows School we recognise that mobile phones play an important part in our lives as a device for communication. The purpose of this policy is to ensure the welfare and well-being of our students, and the aim of the Mobile Phone Policy is to allow users to benefit from using the mobile phone, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

The enhanced functions of many mobile phones cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Please note for the purpose of this policy, the term 'mobile phone' covers all electronic devices with the capacity to be used as a form of communication, through the device itself or any applications on the device.

2. Introduction

This policy applies to all individuals who have access to personal mobile phones on site including the reception area. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Policy
- Anti-Bullying Policy

3. Staff - Personal Mobiles

- Staff are not permitted to make/receive calls/texts during contact time with children.
- In an emergency, staff who need to make a personal call during a lesson should first speak to their line manager to ensure there is adequate cover. If staff need to use the phone for an emergency, they can be used in the staff room or in an area not used by children.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground)
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time (break times) when no children are present e.g. in office areas, staff rooms.
- It is also advised that staff security protect access to functions of their phone.
- Staff are not at any time permitted to take any images or use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as iPads.

- Staff should report any usage of mobile devices that causes them concern to the head teacher.
- No personal phones should be connected to the school Wi-Fi network.
- Staff should not need to make work calls on their personal phones, however if under any circumstances a staff member is required to make a work call on their own mobile phone either mobile or landline you are advised to use the prefix 141 before dialling the recipient's number or use withhold sending own number in the phone settings to ensure their own number is protected.
- If staff choose to have work emails on their personal phone:
 - The phone should be locked when left unattended by either a PIN, password, biometric print or any other form of security.
 - The lockout length should be the shortest time possible.
 - Emails should be logged out once finished.
 - No documents can be download onto a personal phone.

4. Students - Personal Mobiles

- We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.
- Students are not permitted to have mobile phones at school or on trips
- Any mobile phone that has been brought into school will be confiscated immediately and handed back at the end of the school day.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with the head teacher.
 - the phone must be handed in, switched off, to the office first thing in the morning and collected from the office by the child or class teacher at home time (the phone is left at the owner's own risk).
 - Mobile phones brought to school without permission will be confiscated and returned at the end of the day
- If any member of staff has any suspicion that a mobile phone has been brought into school by a student and has unsuitable material stored on the device, the student will be required to hand it over to the staff member immediately and the parents will be asked to collect the phone from a member of SLT.

5. Mobile Phones for offsite activities

The Meadows school recognises that the use of mobile phones on school visits can be beneficial in ensuring safety for all members of the school party. However, it is important that the following guidance is adhered to in order to keep students safe and protect staff and from accusations of inappropriate use.

Members of staff may carry their own, personal mobile phones within the following guidelines:

Personal phones should only be used to contact staff members on the visit, the school or emergency services. If possible, these calls should be made away from students.

Personal phones should not be used for any purpose other than school business for the duration of a visit. This means that personal calls or texts should not be made or accepted. On residential visits this will apply while the member of staff is on duty. Staff should ensure that

next of kin are provided with the school number so that in an emergency, the school is contacted and will make contact with the relevant person through the Visit Lead.

If it becomes necessary for a member of staff to make a personal call or text, then the Visit Lead or another member of staff should be informed and take responsibility for the students in the group while the call or text is made away from sight and sound of any students.

Mobile phones must not be used under any circumstances to take photographs or videos of students. It is advised that if using his/her own mobile phone, then if they need to contact anyone during the visit they do so by pre-dialling 141 (some mobile providers) use a different prefix.

OR

Mobile phones will be collected from the school reception when the visit lead is collecting the trip pack. The phone will be signed out and signed back in on returning from the trip, along with the trip pack. The use of mobile phones on a school trip is beneficial to ensuring the safety of all members on the school trip. It is important that the following guidance is followed in order to keep the children safe and also protect staff and volunteers from accusations of inappropriate use.

- The trip lead and deputy are in charge of the mobile devices, the mobile can be used to contact school and the emergency services.
- Mobile use on these occasions is appropriate and professional (and will never include taking photographs or recordings of students).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.

6. Parents, Carers, Volunteers, Visitors, Governors and Contractors

- All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our no mobile phone policy within school including the reception area.
- We do not allow parents or carers to photograph or video school events such as shows or sports days.

7. Work Mobile Phones - SLT, Pastoral, Business Support Team and Site Staff

There are currently 20 work phones registered on the school site for school use. The work phone should be used in accordance to the following guidance:

- Only the person responsible should be using the phone, the phone must not be used by any other member of staff or anyone not employed by the Meadows.
- It is the responsibility of the phone holder to ensure the phone is kept safe and only used for school purposes not personal calls.
- The phone holder will make every possible effort to ensure the phone is not used when students are around, however this is not always possible.
- Phones will not be used to take any photos or recordings of children
- Personal phone calls are not permitted on the mobile device.

8. Two Factor Authentication – Personal phones - SLT, Pastoral, Business Support Team

Due to additional security on outlook and other sites used within school by administrative members of staff, personal phones are used for two factor authentication.

Within school there are a few members of staff as authorised by the head teacher that use personal mobile phones. Staff personal phones should also follow the below guidelines:

- The phone holder will make every possible effort to ensure the phone is not used when students are around, however this is not always possible.
- Phones will not be used to take any photos or recordings of children.
- If you are required to make a work call on your own mobile phone, either to a mobile or landline you are advised to use the prefix 141 before dialling the recipient's number. Phone holders also have the option to withhold sending their own number via their phone settings to ensure the number is protected.
- The phone should be locked when left unattended by either a PIN, password, biometric print or any other form of security.
- The lockout length should be the shortest time possible.
- Emails should be logged out once finished.
- No documents can be download.
- No personal phones should be connected to the school Wi-Fi network.
- If you are replacing your phone ensure the phone is reset to factory settings

9. 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.