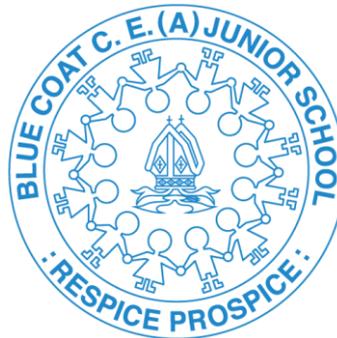


Mobile Phone Policy

The Blue Coat Church of England (Aided) Infant and Junior Schools' Federation

Love God, love others

Let your light shine



Believing, celebrating, succeeding

***“I will bless you with a future filled with hope – a future of success, not of suffering”
Jeremiah 29:11***

Contact Details

Mr. A. Orlik (Executive Head Teacher)

Mr. D Matthews (Deputy Executive Head Teacher)

Mrs. L. Adlington-McArthur (Assistant Head for Inclusion, Behaviour and Safeguarding)

Mrs. R. Moore (Assistant Head Blue Coat Junior School)

Miss H. Johnston (Assistant Head Blue Coat Infant School)

Date: September 2021

Date to be reviewed: September 2023

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Introduction and aims

At Blue Coat Federation 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.

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 other policies, especially those related to child protection, safeguarding 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

Roles and responsibilities

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.

Mr. A Orlik as Executive Head Teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation. This responsibility may be delegated to Mrs Adlington as Assistant Head for Safeguarding.

Governors

As Safeguarding Governors Marsha Pearson-Sutherland and Sue Sargent will be responsible for monitoring and enforcing this policy.

Use of mobile phones by staff

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. 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).

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 01922 720921 (BCJ) or 01922 720740 (BCI) as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Further information can be found in our data protection policy and ICT acceptable use policy.

Safeguarding

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

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 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

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

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

Use of mobile phones by pupils

In line with the Federation's Mobile Phone policy a pupil may ONLY bring a mobile phone to school if they will be walking to and/or from school without an adult. There is potential for mobile phones to be misused in schools and they can become an instrument of bullying and harassment for other pupils. The rules around mobile phones, as set out below, are in place to protect and safeguard every member of the Blue Coat community.

At Blue Coat pupils are only allowed to leave the school premises unaccompanied after the completion of a consent form (available from the school office). If your child will be walking home alone and therefore has a mobile phone on them for safety reasons you must complete a mobile phone form and hand it to the school office (see appendix 1). In signing this form you and your child are agreeing to follow the rules below.

SCHOOL RULES ON MOBILE PHONES

- **Mobile Phones are only allowed in school if a parent has signed the consent form.**
- **Mobile Phones are only allowed in school if a child will be walking home alone without adult supervision. Only children in Year 6 are allowed to leave school at the end of the day without an adult (following written consent). Therefore only pupils in Year 6 may request consent to have a mobile phone in school**
- **Phones must be turned off at all times when on school premises. This includes on the playground and in corridors.**
- **A mobile phone must not be taken into the toilets at any point.**
- **Pupils must hand their phone to the nominated adult at the start of the school day. The adult will complete a signing in sheet and the phone will be placed into a named wallet. Phones will be taken to the school office by an adult for safekeeping.**
- **The Federation accepts no responsibility for loss or damage to mobile phones brought onto school premises.**
- **If a pupil is found with their mobile phone during the school day this will be regarded as a serious breach of our Behaviour Policy. The mobile phone will be confiscated. The phone will be returned to them at the end of the school day with a warning letter.**
- **If a pupil is found with their mobile phone again during the school day the mobile phone will be confiscated. A parent/carer will be called to collect the phone from the school office at the end of the day. IF A CHILD IS DUE TO WALK HOME AND HAS THEIR PHONE CONFISCATED YOU WILL NEED TO MAKE ARRANGEMENTS FOR YOUR CHILD AND THEIR PHONE TO BE COLLECTED AT THE END OF THE DAY.**
- **If there are any other circumstances where it is necessary for a child to have a mobile phone in school this must be discussed with a member of the Senior Leadership Team before the child brings the phone to school. Each case will be considered on a case by case basis.**

Please remember that most mobile phones provide easy access to the internet. Whilst this can open up fantastic opportunities it is also a very risky place. We strongly recommend that you enable parental controls on your child's device, regularly monitor all activity and talk to your child about how to stay safe online.

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:

- 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, 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 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 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.

Loss, theft or damage

Pupils 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, as well as any work phone provided to them. 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 while pupils are travelling to and from school.

Confiscated phones will be stored securely.

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

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 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

8. Appendix 1: Code of conduct for pupils

Code of conduct

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

1. You must not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You must not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils 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. Keep your phone's passwords, pass codes or any other access code secure at all times. It should not be shared with any pupil.
7. The School Rules should be followed when using mobile devices. Be Kind. Be Safe and be Ready to Learn. Your mobile phone should not be used to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. 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.

10. Appendix 3: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow _____ to bring [his/her] mobile phone to school because [he/she]:

➤ Travels to and from school alone

➤ Other reason agreed by

ELT: _____

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 4: Template mobile phone information slip for visitors

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 pupils are present. If you must use your phone, you may go to the staff room (BCJ), the meeting room (BCI) or the main office (both schools)
- › Do not take photos or recordings of pupils (unless it is your own child), or staff
- › Do not use your phone in lessons, or when working with pupils

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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