



Wren Spinney Community School

Mobile Phone Policy

About this document:

Purpose

This policy sets out the approach that Wren Spinney Community School takes when managing mental health and wellbeing of all stakeholders. The aim is to ensure that mental health and wellbeing is at the heart of everything we do, all stakeholders are supported, and that Wren Spinney and Creating Tomorrow Trust are an employer of choice.

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It is intended that this policy underpins the approach to all school policies and as such is the underlying ethos to everything we do.

Complied by: Headteacher	Date: May 2024
Last reviewed on: January 2023	Next review due: May 2026
Review Cycle: 2 years	

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Mobile Phone Policy

1. Intent and Aims

At Wren Spinney School we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use

Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers

Support the school's other policies, especially those related to child protection and behaviour (Child Protection and safeguarding policy, Staff code of conduct)

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Legislation and Guidance

- This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

- All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Headteacher is responsible for monitoring the policy every 2½ years, reviewing it, and holding staff and pupils accountable for its implementation.
- Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. Staff should switch their phones off on arrival to school and place them securely away, e.g. within a cupboard. Between 8.30 and 3.30 pm

Staff are permitted to use their phones in the staff or the meeting room during the day if no pupil's are present.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, 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 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 personal reasons. For instance (this list is non-exhaustive):

- o For emergency contact by their child, or their child's school
- o 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 01536 481939 as a point of emergency contact.

4.2 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). (See Trust acceptable use policy).

4.3 Safeguarding

Staff must not give 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 personal 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.

4.4 Using personal mobiles for work purposes

Staff should not use their personal mobiles for work purposes, if you need a mobile phone for work purposes please obtain one from the main office.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- o Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- o Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

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

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

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

5.1 Use of smartwatches by pupils

Pupils should not use their smartwatches during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Joshua, Headteacher.

Any pupils who are given permission must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

Mobile phones used during the day will be confiscated? (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)

- o Any confiscated phone will be returned to the student or guide at the end of the day
- In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:
- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
 - The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

6. 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:

- o Not taking pictures or recordings of pupils
- o Using any photographs or recordings for personal use only, and not posting on social media without consent
- o 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 reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- o Use their phone to make contact with other parents/carers
- o 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 in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile 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 in the school office..

Lost phones should be returned to school admin office. The school will then attempt to contact the owner.

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:

- o Feedback from parents/carers and pupils
- o Feedback from staff
- o Records of behaviour and safeguarding incidents
- o Relevant advice from the Department for Education, the local authority and any other relevant organisations

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9. Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Code of conduct/acceptable use agreement

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- You must obey the following rules if you bring your mobile phone to school:
- You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
- Phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
- You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's password(s) or access code(s) with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text/messaging app
 - Social media
- Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
- 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.
- Don't use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- 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 it appropriately, or turn it 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.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

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PUPIL DETAILS

Pupil name:

Year group/class:

Parent/carer(s) name(s):

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- o Travel to and from school alone
- o Are a young carer
- o Need the phone to support their medical needs
- o Are attending a school trip or residential where use of mobile phones will be allowed
- o Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

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/acceptable use agreement.

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY

Authorised by:

Date:

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

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- o Please keep your mobile phone on silent/vibrate while on the school grounds
- o Please do not use phones where pupils are present. If you must use your phone, you may go to school office or staffroom
- o Do not take photos or recordings of pupils (unless it is your own child), or staff
- o 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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