Our Vision

We believe our school should be a place which provides an atmosphere of happiness and security; where children and adults love learning and achieve their best and where everyone is relaxed and confident in their relationships with each other.

'Growing Our Future Together'

Contents

1. Introduction and aims 2
2. Relevant guidance 2
3. Roles and responsibilities 2
4. Use of mobile phones by staff 3
5. Use of mobile phones by pupils 5
6. Use of mobile phones by parents/carers, volunteers and visitors 6
7. Loss, theft or damage 6
8. Monitoring and review 6
9. Appendix 1: Permission form allowing a pupil to bring their phone to school 81
10. Appendix 2: Template mobile phone information slip for visitors 9

1. Introduction and aims

At Fleet Wood Lane Primary 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

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. Relevant 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, Governors, 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 3 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.

3.2 Governors

Governors will read and review this policy at full governor board meetings. Questions will be asked to hold the Headteacher accountable to ensure the implementation of this policy. Breaches of this policy will be reported to the safeguarding governor.

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.

4.1 Personal mobile phones

Staff (including Governors, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present.

There may be circumstances when it may be necessary to use a mobile phone in the presence of children.

- For the necessity of contacting parents at out of school events – if the school mobile phone is unavailable.
- To access multi-factor authentication (although it is best practice to avoid use of such software in the presence of children)
- To use as a Wi-Fi hotspot if internet connectivity is necessary for children's learning / wellbeing / safeguarding and no other means of internet connectivity is possible.
- For emergency lock down procedures and a form of communication.

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):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- To accept a call regarding personal health (i.e. hospital consultation)

School staff can use the school office number as a point of emergency contact:

01406 423351 and ask office staff to monitor their phone for emergency calls in such circumstances as mentioned above.

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

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). If using AI generative phrases such as "Child" can be used as long as there is nothing personable identifiable.

4.2 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.

Due to the nature of the small school, it may be that some staff have a previous relationship to parents. Contact regarding school should be avoided and a formal use of contact such as the staff's school email should be used.

Contacting parents at Fleet Wood Lane Primary School is through school email, school office phone calls, face to face or teams / zoom meetings (through school provided email).

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

Should a photograph be taken on a device in exceptional circumstances – this would need reporting as a low level concern – this way the photograph can be shown to removed from the device.

4.3 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 are not limited to:

- Use of multi-factor authentication
- 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

'Growing our Future Together.'

- A school mobile phone is preferable to use as a point of contact with parents– however it may be deemed necessary for staff members to have mobile phones to contact each other offsite (e.g. groupings of children get split up and staff need to contact visit lead).

4.4 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

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Should a pupil bring in a mobile phone then this will be handed in at the start of the day and given back to the child at the end of the day.

This rule is clear to pupils so that they follow this safeguarding procedure.

Children will not be sanctioned for bringing in a mobile phone as this may be necessary to their personal / home circumstances. However, should a mobile phone be used inappropriately (such as photographing) then the school's behaviour policy will be followed and parent / care-giver informed. (See Sanctions)

Children are to be reminded of rules.

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features. Smart Watches are not permitted for use at Fleet Wood Lane Primary School.

5.2 Exceptions for special circumstances

Children who require mobile phones for medication purposes are allowed to have their mobile phone with them at all times if this is a medical requirement and there are no other alternatives – a separate document will detail to staff, the child and parent on the safe use of mobile phone in school.

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 the Headteacher.

5.3 Sanctions

Should a mobile phone be used inappropriately (such as photographing) then the school's behaviour policy will be followed and parent / care-giver informed. The mobile phone will be confiscated and kept at the school office for safe keeping. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

The parent / care-giver will then be allowed to collect the mobile device at the end of the day. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools)

Staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). This would be done under the direction of the DSL and any offences will be reported to the police.

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:

- Not taking pictures or recordings of pupils, unless it's at 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/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:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that 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.

'Growing our Future Together.'

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored at the office 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.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

9. Appendix 1: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow_____ to bring their mobile phone to school because they:

Please circle those that apply:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- 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. The school reserves the right to 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:	

'Growing our Future Together.'

10. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices 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, please ensure you are away from children and preferably off site or in the school office.
- 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.

Use of mobile phones and similar devices 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, please ensure you are away from children and preferably off site or in the school office.
- 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.

Use of mobile phones and similar devices 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, please ensure you are away from children and preferably off site or in the school office.
- 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 offi

‘Growing our Future Together.’

‘Growing our Future Together.’