

Mobile Phone/ Device Policy
SAFEGUARDING

Date	Review Date	Lead	Nominated Governor
May 2024	May 2026	SLT	Attiyyah Khan

Rationale

At Foxdell, 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.

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 Senior Leadership Team is responsible for monitoring the policy every two 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.

Introduction

Foxdell Primary School has a clear policy on staff and pupils to bring mobile phones, devices and smart phones into school and this policy makes explicit reference to camera mobile phones, devices and smartphones. Where mobile phones are referenced, it is used to include other devices such as iPads/tablets or wearable technology such as smart watches.

Smartphones and wearable devices are now the norm and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is used only in the staffroom, outside of the school gate, or in room spaces when no students are present
- Is used discreetly and appropriately
- Only used during break times and at either end of the school day
- When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls
- Personal mobile phones must never be used to take photos of students or allow themselves to be photographed by pupils
- Staff must not use a personal mobile phone to exchange information about pupils with staff or parents
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Mobile phones should be on silent and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen
- Staff should **never** contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office unless agreed by a member of SLT and the caller ID is hidden

The above information is shared with new staff members as part of the induction process.

Smart Watches

Smart watches and other wearable devices are permitted to be worn by staff on the understanding that:

- they must be disconnected from their phones and only used as watches when in school.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

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

This policy is written in accordance with the [government guidance](#) on the use of mobile phones in schools.

Visitors (including parents, professionals, contractors):

Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.

Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave

Adults either in school or accompanying children on school trips must not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports Day or Summer Fair and of their own children under the discretion of the Headteacher/ a member of the SLT. Any photographs should be for personal use and **not shared on social media**.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips must not use their mobile cameras to take pictures of children.

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

Pupil Policy

Pupils are not allowed phones in school for the reasons outlined below:

- Prime source of Low Level Disruption (LLD) in lessons
- Pupils calling parents to pick them up if they feel ill, without any contact through the medical team or the Office.
- Staff having photos/videos taken and used in social media Persistent safeguarding issues and concerns

Mobile phones or devices are not permitted in school by pupils from Reception to Year 4. It is a requirement that all pupils in these year groups are collected from school by a responsible adult and therefore the need for a child of these ages to make telephone contact will not arise.

While we fully acknowledge a parent's right to allow their child (in Years 5 or 6) to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils from bringing mobile phones to school due to the potential issues raised above.

Pupils in Years 5 and 6 can only bring a mobile phone into school on the understanding that:

- the mobile phone is not used on the school site, including at either end of the school day
- parents inform the school that their child has a mobile phone and a permission slip (Appendix 1) must be signed by the parent/ carer
- the mobile is handed to the school office on arrival and collected at the end of the day before leaving the school
- phones are clearly marked so that each pupil knows their own phone
- parents should talk to their children about the inappropriate use of text messages as they can

often be used to bully pupils.

If a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues on more than three occasions, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy.

If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and she / he will no longer be able to bring a phone into school.

Pupils are prohibited from bringing any other electronic device to school that is deemed to be obstructive and disruptive to teaching and learning. This includes phones I- pods, DS/Game consoles and smart watches. Pupils who require the use of electronic devices as an essential tool for their learning will be provided with these by the school.

Parents are advised that Foxdell Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

If a pupil is in breach of this policy, the school is permitted to confiscate the pupil's phone (under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If a phone is confiscated by a member of staff, a member of SLT must be informed immediately. The child's parent/carer will be asked to collect them at the end of the day so the reasons for confiscation can be explained. Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). Two members of staff, including at least one member of SLT, will be present during any necessary searches.

The DfE guidance allows staff to search a pupil'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. 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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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

Foxdell Primary School

Mobile Phone Parental Consent Form

Dear Parent/Carer,

In accordance with our mobile phone/ device policy, if you would like your child (in Years 5 or 6 ONLY) to bring a mobile phone to school on a regular basis, please complete the permission slip below and return to the school office.

In line with our policy, Pupils in Years 5 and 6 can only bring a mobile phone into school on the understanding that:

- the mobile phone is not used on the school site, including at either end of the school day
- the permission slip must be signed by a parent/ carer
- the mobile is handed to the school office on arrival and collected at the end of the day before leaving the school
- phones are clearly marked so that each pupil knows their own phone
- parents talk to their children about the inappropriate use of text messages as they can often be used to bully pupils.

Parents are advised that Foxdell Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

If your child is found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring this into school.

Yours sincerely,

Headteacher

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MOBILE PHONE/ DEVICE PARENTAL CONSENT

I/we give permission for our child (name)

in Year to bring their mobile phone into school.

Type of device (e.g. iPhone)

I/ We have read the policy and understand its implications .

Signed Name (please use capitals).....

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU