



**SOHO PARISH PRIMARY POLICY
MOBILE PHONES 2022-25**

Most recent review	January 2022	Next review due	January 2025
Governor committee responsible	SLT	Written by	Louise Ritchie

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1. Introduction and aims

At Soho Parish 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

2. Roles and responsibilities

2.1 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.

The headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls or personal texts while children are present. Use of personal mobile phones for phone calls and personal texts must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

As a small school, especially during the enforced separation caused by the pandemic, staff have found it most convenient to communicate using a designated chat group. This avoids calling classrooms and enables group messages to be sent for urgent communications during the day. In addition 13-14 Archer Street does not have a landline. Therefore, personal mobiles may be kept with staff during teaching hours and can be briefly checked during lessons for work messages as long as this is not to the detriment of pupil learning.

There may be other circumstances in which it's appropriate for a member of staff to make or receive phone calls or personal texts 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 02074327320 as a point of emergency contact.

Personal phones must not be used to take pictures of pupils. Please note this change in the policy is effective 7th February 2022 due to the purchase of school phones.

3.2 Data protection

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

More information can be found in our IT and Internet acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

School staff's social media profiles should not be available to pupils. Staff should set public profiles to private. Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They must not make any efforts to find pupils' or parents' social media profiles.

Where staff are also parents, it can sometimes be useful to make connections with other parents on social media. However, they should consider carefully whether to connect with parents outside of their child's class

and they must be mindful that their actions are public and should be judiciously taken so as not to bring the school into disrepute.

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.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. As discussed above, this includes messaging individuals or groups on work matters. Other circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits (See Trips Policy)

Sometimes staff may be required to use personal phones for 'two factor authentication', for example when using CPOMs. In this instance the phone simply acts as a code generator. Staff may also text one another or access the Soho Parish chat group, but no staff member is required to use their personal phone for this. Staff members not using their personal phone should let the headteacher know and will be contacted separately with any information affecting them.

The school has five mobile phones with sim cards. When going on a trip, the lead teacher should arrange to take one of these phones. They are shared between pair year groups.

Occasionally, if no school phone is available, the lead staff member may take their own phone.

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

3.5 Work phones

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

Year 5/ 6

Year 4/3

Year R/1/2

Office

Headteacher

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

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

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

4. Use of mobile phones by pupils

Pupils are allowed to bring a mobile to school if they are

- Travelling to school by themselves
- Young carers who need to be contactable

Pupils are allowed to bring phones to school, but not use them, so they are handed to the teacher in the morning and stored in a lockable cabinet in the classroom.

Pupils are not allowed to use their phones during the school day,

4.1 Sanctions

If a pupil is in breach of this policy.

- Phones will be confiscated and returned to the parent only at the end of the day.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation, if they 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.

If inappropriate content is found on a phone, or inappropriate behaviour is suspected, staff should not download, copy or otherwise share content. They should not instruct the pupil to delete it, but keep the phone and contact the DSL (see safeguarding policy).

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:

- Consensual and non-consensual sharing nude or semi-nude images or videos (Nudes)
- 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

5. 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 (outside of school with no other pupils in shot)
- 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 in section 4 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.

6. Loss, theft or damage

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

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. A disclaimer is sent to all parents who have requested that their child travel to school by themselves and where this has been signed off by the Headteacher (Year 3 – 6 only).

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

7. 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

10. Appendix 1: 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 [pupil name] to bring [his/her] mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer

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 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 2: 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 or PPA room
- 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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