



Dorney School

Mobile Phone Policy

Respect Collaborate Grow

Headteacher: Mrs S Lee

This policy is reviewed annually

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1. Introduction and aims

At Dorney School 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 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

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 2 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 send texts, unless specific permission has been given by a senior leader. 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
- Lunchtime supervisors or staff on the school field who require emergency help
- Use the authenticator app to log on to Cpoms (digital safeguarding reporting platform)

These instances are not in themselves comprehensive, and there may be other circumstances where the use of mobile phones is permitted by a senior leader.

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 01628620871 as a point of emergency contact.

3.2 Data protection

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

Staff must refer to data protection and GDPR policies, including privacy notices.

3.3 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 or if specific permission has been given by the Headteacher. All photographs and recordings must be immediately downloaded onto the school's secure server, and the images and recordings deleted on the personal mobile device.

Staff are only able to connect to the school internet on their personal mobile devices if permission has been given by a senior leader.

3.4 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
- › Lunchtime team who require urgent help eg on the school field
- › Supervising residential visits

In these circumstances, staff will:

- › Staff will record their mobile numbers on the risk assessment and travel plans for trips/residential
- › 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 do use a mobile phone by the school for work purposes. These are usually, but not limited to senior leaders of the school.

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 code of conduct for more information.

4. Use of mobile phones by pupils

Year 6 pupils and some older pupils in Upper Key Stage Two may bring a mobile phone to school especially if they are walking to and from school independently. They must inform their class teacher that they have been given a mobile phone to enable communication with parents off the school site.

If pupils do bring mobile phones to school, they must not use them and these will be stored safely by the class teacher. These devices will be switched off on school site and may be turned on when the pupils are off school site.

4.1 Sanctions

Pupils' mobile phones may be confiscated and parents will be notified if pupils do not follow the rules or misuse their device. The device will be returned to parents and the Headteacher may decide that the mobile device is no longer permitted to be brought into school.

The use of mobile phones to intentionally cause hurt, upset or its misuse (eg taking inappropriate photos or downloading/viewing inappropriate images) will be dealt with swiftly and appropriately. The headteacher will refer to the school's behaviour policy and/safeguarding policies if relevant and may alert the appropriate authorities if the incident is deemed to be of a serious nature or causes serious concerns. Parents will be informed of all incidents where appropriate subject to advice from Children's services.

In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the Headteacher /school's safeguarding lead for investigation and appropriate authorities will be notified and appropriate measures will be taken, subject to guidance from the local authority safeguarding team or the police.

The Headteacher or delegated member of the senior leadership team have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you 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

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
- 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. A copy of this policy is available and will be signposted in the safeguarding information and pack in the reception area.

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 handed in to their class teacher, who will store them securely.

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 in the school safe until an agreed collection by pupil, parent or relevant authorities.

Lost phones should be returned to the school office for safekeeping. 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 organisation