



Mobile Phone Policy

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1. Introduction and aims

At North West Surrey Short Stay School we recognise that mobile phones, including smart phones and wearable smart technology, 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 and wearable smart technology 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

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 two 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 are permitted to have their personal mobile phone in their presence for:

- Emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

In all other circumstances personal 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.

School staff can use the school office number 01483 728471 for Kingsway and 01932 342451 for Pyrford Centre as a point of emergency contact.

Staff should not pick up phones to make or receive calls, send or read a message or to make or receive video calls whilst driving. Staff can use a phone hands free while driving such as for a sat-nav, if it's secured in a cradle.

3.2 Data protection

Staff must not use their school mobile phones to process personal data.

More detailed guidance on data protection can be found in the school's Data Protection 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.

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 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.

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

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.

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 or as a sat-nav.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
- School mobile phones have a preset security code which will be assigned by the school, under no circumstances may this be changed without the approval of the Headteacher or the School Business Manager.

Staff should not pick up phones to make or receive calls, send or read a message or to make or receive video calls whilst driving. Staff can use a phone hands free while driving such as for a sat-nav, if it's secured in a cradle.

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

Students are allowed to bring their phones to school, but not use them. Students should hand in mobile phones on arrival at school. They will be kept in a named wallet in a locked room for safekeeping and returned at the end of the day.

Students should not expect to be able to check their phones during the day unless the Headteacher or Assistant headteacher has agreed to exceptional circumstances.

In instances where a pupil's mobile phone may be required for monitoring medical conditions (e.g. diabetes), arrangements will be made with staff to ensure that the phone is available but that the pupil may not use the phone for any other purpose.

Pupils must adhere to the school's acceptable use agreement.

Students being transported by staff members to school need to hand in their phone to the staff member before entering the vehicle. The staff member will keep the mobile phone in their possession until arriving at the school where it will be placed in the students' named wallet in the locked room for safekeeping. This is so it does not distract the driver.

Students being transported home by a staff member will not be given their mobile phones until they reach their home address. The phone will be held by the staff member transporting the student until they arrive at their home address. This is so it does not distract the driver.

Pupils are not permitted to bring wearable smart technology devices to school.

4.1 Sanctions

If a student fails to adhere to this policy, their school day is delayed until their phone is handed in, if a student refuses to hand in their phone for the whole day a fixed term exclusion will apply on the next school day. If a student is found to have their phone when they have said they do not have a phone, then discipline will be in line with the school behaviour policy.

Staff 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 management committee 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.

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 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. Work phones have a preset security number that is to be used and not to be changed. 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.

The disclaimer is included in the schools home-school agreement.

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

8. Relevant School Policies

- Data Protection Policy
- Code of Conduct Policy
- Disciplinary and Capabilities Policy