

THE WENSLEYDALE SCHOOL & SIXTH FORM

MOBILE PHONE POLICY

I. Vision

1.1 At the Wensleydale 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.

1.2 Our policy aims to: 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

1.3 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 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

2.2 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.

2.3 The Head teacher and Governors are 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, volunteers, contractors and visitors (including parents)

3.1 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and only used in the staff room.

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

3.3 If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

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

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

3.6 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

3.7 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.

4. Using personal mobiles for work purposes

4.1 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

4.2 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

5. Work phones

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

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

5.3 Staff must: only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet, these devices must not be used in the sight of students. Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

6. Sanctions

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

7. Use of mobile phones by pupils

7.1 The school actively encourages students to leave their mobile phones at home. However we do recognise that students may need a mobile for their journey to and from school.

7.2 Students who choose to bring a mobile phone to school must have it switched off and placed in their bag before entering the school building at the start of the day and it must not be seen or heard throughout the course of the school day including social times.

7.3 Students are only allowed to use mobile phones during the school day with express permission of the Head teacher.

7.4 Students may use mobile phones on school trips at the discretion of the trip leader. However phones must be turned off and put in bags if the student returns to the school building after the trip.

8. Sanctions

8.1 If a student's mobile phone is seen or heard by a member of staff during the school day including social times the phone will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

8.2 If the phone is confiscated during non-contact time the staff member is responsible to take it to the school office where admin staff will lock it in the school safe.

8.3 If the phone is confiscated during contact time the staff member should contact a trekker who will take it to admin staff to be locked in the school safe.

8.4 Parents or carers will then be able to collect the phone during office working hours (insert timings)

8.5 If parents do not collect phones by the end of a full term the phone will be returned to the student on the final day before the holidays.

8.6 If a student refuses to give their mobile phone to a staff member they will be isolated for the rest of the day and the mobile phone will be requested by a member of the senior leadership team. If the student still refuses this request the head teacher reserves the right to exclude the student for an appropriate fixed term. (see exclusion policy)

9. Powers to search

9.1 Senior staff (SLT, progress leaders and DSL) have the power to search pupils' phones, 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 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.

9.2 Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and the school reserves the right to involve the police or other agencies as appropriate.

9.3 Such conduct includes, but is not limited to: Sexting, 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

10. Loss, theft or damage

10.1 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.

11. Monitoring and review

11.1 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

Date of Policy: September 2020

Review Date: July 2022