



School Motto

'God shines within our hearts.
Jesus walks by our side.
The Holy Spirit gives us strength.'

Mobile Phone Policy

Review date February 2024

St. Mary's CVA New Mills

Mission Statement

Our Mission Statement aims to 'prepare our children for the challenge of leading a Christian life, so that they will become good and honest citizens in today's world'.

St. Mary's is a welcoming school where: We pray together, care for each other and learn together. We feel safe and respected. We try to do our best. Everyone is treated fairly. We have fun with our friends with Jesus Christ at the heart of our loving Catholic community.

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

Contents:

- Introduction and aims
- Roles and responsibilities
- Use of mobile phones by staff
- Use of mobile phones by pupils
- Use of mobile phones by parents, volunteers and visitors
- Loss, theft or damage.
- Monitoring and review
- Introduction and aims



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Introduction

At Saint Mary's Catholic Primary 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

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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

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, while children are present.

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
- When awaiting a call back from a medical professional



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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 01663 742412 as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Staff must ensure that their personal devices have appropriate encryption (such as facial recognition) should they have work related information (such as their work e-mail link) on their personal devices.

Further guidance on data protection can be found in the Trust's Data Protection Policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. If a staff member needs to use their personal mobile phone to contact a family, their number must be hidden.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils as detailed in the Code of Conduct.

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.

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 are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Personal phone numbers must be blocked from being visible to parents. 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 Page



Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Please refer to Staff Code of Conduct and Trust (SRSCMAT) Diocese of Nottingham Disciplinary and Procedure Policy.

Use of mobile phones by pupils

Pupils must not have a mobile phone during the school day. Where older pupils have a phone as a safety measure due to them walking home alone, the phone must be handed in to the school office in the morning and given back at the end of the school day.

Sanctions

If a pupil is in breach of this policy:

- 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)
- The phone will be given back at the end of the school day.

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 the school to search a pupil's phone if there is 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) (Please see more guidance on sexting in our child protection policy).
- 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

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



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- 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 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.

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.

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

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 including SRSCMAT.



The policy supports the Anti bullying, Child Protection and Safeguarding, Online-Safety, Staff code of conduct, behaviour curriculum and Acceptable Use policies. This policy will be monitored and reviewed as required at least every two years.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.