

Burleigh Primary School



Mobile Phone Policy

Reviewed by the SLT: February 2025

To be reviewed: February 2028

Burleigh Primary School

Policy History

Date	Writer	To be approved by	Modifications/changes
Feb 2020	Gemma Markham	SLT	Inserted a section about fitness trackers / smart watches
September 2023	Kirsty Maxwell	SLT	Changes made: 3.3 Safeguarding Policy now states that staff can also call a parent using a classroom telephone. 3.4 Using Personal Mobiles for Work Purposes Statement added to state that the Headteacher can authorise a member of staff to contact a specific parent directly in an emergency situation whilst on a school trip or residential trip. 4. Use of Mobile Phones by Pupils Statement retracted that 'phones should be clearly marked so that each pupil knows their own phone' as phones are now placed in a named storage unit. 4.1 Sanctions Statement changed from 'a member of the office team who will record the name of the pupil and attach it to the phone' to 'it will be stored by the school office'. 6. Loss, Theft or Damage Confiscated phones will be stored in the school office as opposed to the safe.
February 2025	SLT	SLT	Amendments: Section 4.2 - smart watches are not allowed Section 4.3 – simple fitness trackers are allowed Section 5.1- usage of mobile phones by parents, volunteers and visitors

Contents

1. Introduction and aims	4
2. Roles and responsibilities	4
3. Use of mobile phones by staff.....	4
4. Use of mobile phones by pupils	6
5. Use of mobile phones by parents, volunteers and visitors.....	6
6. Loss, theft or damage	7
7. Monitoring and review	8
Appendix 1: Permission form allowing a pupil to bring their phone to school.....	8

1. Introduction and Aims

At Burleigh Primary School we recognise that mobile phones and devices, 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 and devices 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

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 three 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, during contact time, or when 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). Mobile phones should be left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

School staff should use the school office number (01992 622159) as a point of emergency contact.

There may be exceptional circumstances in which it is appropriate for a member of staff to have their phone with them during contact time, for instance, if a family member or dependent is acutely ill. The Headteacher will decide on a case-by-case basis whether to allow for special arrangements.

3.2 Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. More information is available from the school's GDPR Data Security and Online Safety and Acceptable Use policies.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. If a member of staff needs to make telephone contact with a parent or pupil they should use a school telephone in the office or classroom.

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.

More information is available in the school's Online Safety and Acceptable Use policy.

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
- Supervising residential visits

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. If this is not possible, the Headteacher can authorise a member of staff to contact a specific parent directly in an emergency situation

3.5 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

Whilst we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Burleigh discourages pupils from bringing mobile phones into school. There is the potential for them to be misused in school, and they can be used as instruments of bullying and harassment directed at other pupils or teachers.

If a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be switched off and left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Burleigh Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

4.1 Sanctions

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the office team. The phone will be stored by the school office, and should be collected by the parent of the child at the end of the day.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy. The phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

4.2 Smart Watches

These devices are not allowed in school, whether paired or not with a phone.

4.3 Fitness Trackers

Simple fitness trackers that do not connect directly to the internet or which cannot link to a phone are acceptable. However, the school accepts no liability for loss or damage to these devices.

5. Use of Mobile Phones by Parents, Volunteers and Visitors

5.1 On the school premises

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy when they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils

NB. Parents may be permitted to use their phones for school events eg. Christmas concerts

- Using any photographs or recordings for personal use only. Under no circumstances are parents to post anything on social media
- 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.

5.2 Trips

Parents or volunteers supervising school trips 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
- Take photos or recordings of pupils during the trip or visits

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 into the office for storage at the beginning of the day. They should be switched off.

Staff must also secure their personal phones, so that access to them is restricted through passwords/logins. 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 office.

7. Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on 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

Appendix 1: Permission form allowing a pupil to bring their phone to school

Dear Parent / Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.

- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

.....

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name).....in Class to bring their mobile phone into school.

We have read the policy and understand its implications

Signed..... Date