

All Souls CE Primary School

Foley Street, London, W1W 7JJ • Tel: 0207 186 0151 • www.allsoulsprimary.co.uk

Experiencing life in all its fullness, we aim to be the best that we can be. (Based on Biblical Reference John 10:10)



Mobile phone policy

Approved by:

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Policy

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Contents

| | |
|---|-------------------------------------|
| 1. Introduction and aims | 2 |
| 2. Relevant guidance | 3 |
| 3. Roles and responsibilities..... | 3 |
| 4. Use of mobile phones by staff..... | 3 |
| 5. Use of mobile phones by pupils | 5 |
| 6. Use of mobile phones by parents/carers, volunteers and visitors | 6 |
| 7. Loss, theft or damage | 7 |
| 8. Monitoring and review | 7 |
| 9. Appendix 1: (Code of Conduct/Acceptable Use Agreement)for pupils allowed to bring their phones to school due to exceptional circumstances..... | Error! Bookmark not defined. |
| 10. Appendix 2: Permission form allowing a pupil to bring their phone to school..... | 9 |
| 11. Appendix 3: Template mobile phone information slip for visitors..... | 10 |

1. Introduction and aims

At All Souls Primary we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 head of School is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

The DfE's non statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils, throughout the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, during contact time with the pupils. 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 staffroom and designated offices).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

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

The head of school 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 0207 186 0151 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in the school's data protection policy and ICT acceptable use agreement.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers 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.

4.4 Using personal mobiles for work purposes – **see note at end of policy for additional temporary measures re lunchtime and The Village provision**

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:

- To use multi-factor authentication
- 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. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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- Refrain from using their phones to contact parents/carers. Where possible contact must be made via the school landline number or the residential land line number. In exceptional circumstances a staff member may use their phone to contact a parent providing they block their number before calling (enter 141 in front of the number they wish to contact).

4.5 Work phones

Some members of staff have their mobile phone converted/adapted for work purposes, such as accessing the school land line whilst out of the school office or off site.

Staff must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day

- Unless under exceptional circumstances see 5.1 pupils are not permitted to bring their mobile phones to school. Any pupil found in possession of a mobile phone in school will have it confiscated and handed in to the Head of School. The mobile phone will be returned by the Head of School to the pupil's parents at the end of the day. (Schools are permitted to confiscate phones from pupils under Section 91 and 94 of the Education and Inspections Act.)

5.1 Exceptions for special circumstances (Year Six pupils only)

Pupils in Year Six may bring a mobile phone to school if they travel to school independently. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should complete the mobile phone consent form available from the school office.

Year Six pupils bringing a mobile phone to school must place it in the Year Six phone box on their arrival to school. Pupils collect their mobile phone from the same phone box when they are dismissed from the playground at the end of the day.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

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Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Pupils are not permitted to bring a smartwatches to school. Any pupil found in possession of a smart watch in school will have it confiscated and handed in to the Head of School. The smart watch will be returned by the Head of School to the pupil's parents at the end of the day.

5.3 Searching a pupils phone

Staff have the power to search pupils' phones in specific circumstances, 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 there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

Any concerning images or text MUST be reported immediately to the DSL/DDSL. Please see the school's safeguarding policy for further details.

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

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 at 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers

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- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

7. Use of mobile phones by parents/carers whilst on the school site.

Use of phones on the school site is restricted to the playground only. Once entering the school site parents/carers should not use their phone:

- Take or receive calls or text messages
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Search the internet

7. Loss, theft or damage

Year Six Pupils (see 5.1 exceptional circumstances) bringing mobile phones to school must ensure they are stored in the Year Six phone box whilst in school.

Pupils must secure their mobile 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 a locked drawer in the Head of School's office until they are returned.

Lost phones should be returned to the Head of School. The school will then attempt to contact the owner.

8. 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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

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If there are any concerns regarding this policy, these should be brought to the attention of Jo Plesniak – Head of School – in a timely manner.

Additional Information

Temporary Arrangements for Lunchtime Provision and The Village

The school is currently looking into other technology that can be used to support communication both at lunchtime and within The Village setting. Whilst this is being explored, personal mobile phones can be used for work purposes to aid effective communication within each setting.

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. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

- Refrain from using their phones to contact parents/carers. Where possible contact must be made via the school landline number or the residential land line number. In exceptional circumstances a staff member may use their phone to contact a parent providing they block their number before calling (enter 141 in front of the number they wish to contact).

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10. Appendix 2: Permission form allowing a pupil to bring their phone to school

| PUPIL DETAILS | |
|--------------------------|--|
| Pupil name: | |
| Year group/class: | |
| Parent/carer(s) name(s): | |

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

➤ Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

Parent/carer signature: _____

Pupil signature _____

| FOR SCHOOL USE ONLY | |
|---------------------|--|
| Authorised by: | |
| Date: | |

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11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to **staffroom**
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to **[insert location]**
- Do not take photos or recordings of pupils (unless it is your own child), or staff
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