

Broughton Community Schools



Mobile Phone Policy

October 2024

Introduction:

This guidance should be seen as a safeguard for members of staff, the pupils and the school.

Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures. It could also result in following disciplinary procedures should the policy not be followed.

Staff mobile phones

All staff should consistently enforce the school's policy on the use of mobile phones. Staff should not use their own mobile phones for personal reasons in front of children throughout the school day. However, there may be some occasions where staff need to use a mobile phone when on site, during the school day. If this is the case, staff should ensure that their usage, is:

- Discreet and appropriate, e.g. **not** in the presence of pupils
- During break or lunch times, either; off site or in the staff room

During the school day, mobile phones should be switched off/on silent and left in a safe place. The school cannot take responsibility for items that are lost or stolen, lockers are provided if needed and locks can be arranged through the site manager. With regard to camera phones, a member of staff should never use their phone to photograph a pupil or allow themselves to be photographed by pupils.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use a school telephone. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Mobile phones are not a way of communicating in school, there are radios available which are the main method of communication. Avoiding the use of mobile phones is not only for the safeguarding of children but also for the safeguarding of adults.

During off site school residential trips mobile phones can be used to take photographs of children on excursions. This must be completed in sight of at least one other member of school staff and all photos must be deleted once uploaded to the school website.

Pupil mobile phones

There are significant risks that are associated with the use of mobile phones and our pupils (and their parents) are reminded of these through the curriculum and regularly through the school newsletter.

There is real potential for mobile phones to be misused in schools: they can become an instrument of bullying or harassment directed against pupils or/and teachers. While we fully acknowledge a parent's right to allow their Year 6 child to bring a mobile phone to school, they should do so only if they are walking to and/or from school without adult supervision. In this instance, the mobile phone is used to support safety.

When a child needs to bring a mobile phone into school, the phone must be signed in to the designated class box at the start of the day and collected at the end of the day. During the day,

these phones are kept in a locked cupboard and are not accessible to children. On entering the school gates, all mobile phones should be turned off to avoid misuse.

Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Broughton Community Schools accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Children are not permitted to take mobile phones during off-site visits or residential trips, unless required to support medical needs (see adaptations section below).

When a pupil is found by a member of staff to be using a mobile phone, or holding on to the device during the school day, the phone will be confiscated from the pupil and handed to a member of the senior leadership team (DSL or ADSL). The mobile phone will be kept safe by the member of staff and the pupil may collect the phone at the end of the school day. This incident will be logged in the class Behaviour Log. If this occurs more than three times, then the school will confiscate the phone until an appropriate adult collects the phone.

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Regulation and Relationships Policy. If images of other pupils or the teachers have been taken, the phone will not be returned to the pupil until the matter has been dealt with by a senior leader (DSL/ADSL). Should a pupil be found using their phone inappropriately, the school reserves the right to no longer allow children to bring a phone into school.

Members of the senior leadership team have a statutory power to search a pupil or their possessions where there are reasonable grounds to suspect that the pupil is in the possession of a prohibited item.

Parents, visitors or volunteers in school

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room or an area of the site where children are not present.

Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children. The only exception being at a public event (such as sports day) and the picture is of their own children.

If any staff member sees a visitor using a mobile phone within the school building, they should ask the visitor to put the phone away and show them to the staff room, where they may use their mobile phone.

We ask that parents talk to their children about the inappropriate use of text messages and other social media sites, as they can often be used to bully pupils. Should parents need to contact pupils or vice-versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health and Safety, Anti-bullying, Child Protection, Safeguarding and E-safety policies.

Adaptations and Reasonable Adjustments

Under the Children and Families Act 2014, schools have a duty to make arrangements to support pupils with medical conditions. In some circumstances, supporting a pupil with medical needs can involve the use of a mobile phone - e.g. pupils with diabetes. In these specific circumstances, the school will meet with parents to discuss the needs and create an individual plan of support. All parties will agree to the plan and take responsibility for acceptable use of the mobile phone

Date for Review: October 2026