

Mobile phone policy

Beaufort School



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1. Introduction and aims

At Beaufort School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our parents and staff, as well as the wider school community. There is occasionally a small cohort of pupils attending Beaufort who may have their own mobile phone also.

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 the Child Protection and Safeguarding, Staff Code of Conduct and Behaviour policies

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 Head of School is 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

3.1 Personal mobile phones

Staff (including volunteers, contractors, students, visiting professionals 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 – **Mobile phones can be used in Leadership Team Offices, the staff room and the lower**

school staff kitchen only, while pupils are in attendance on site. Phones must not be used in the multi-use room, classrooms, or any other specialist facilities while on the school site.

The reception area of the school is included as an area through which pupils regularly travel. Mobile phone use should be challenged in this area, with the exception of those who need to show an appointment time/name/message to school office staff at the privacy window.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for a short period of 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 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 (0121 675 8500) as a point of emergency contact.

3.2 Data protection

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

Please see the Pupil and Staff Privacy Notices and Data Protection Policy on the website for further information in this regard.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Please see the ICT Acceptable Use Policy and Online Safety Policy for further information.

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.

Staff are permitted to use internet through their mobile network provider on the school premises, but should do so in reference to the ICT Acceptable Use Policy and Staff code of conduct. Internet services should not be used in classrooms, corridors or any other area of the site where pupils are present.

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

Please see the educational visits policy for further information in this regard.

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 or teachers2parents text message system.

3.5 Work phones

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

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

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

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

See the school's Disciplinary Procedure for more information.

4. Use of mobile phones by pupils

Beaufort School is a setting for primary-aged pupils with severe and complex learning difficulties and as such, does not regularly expect the majority of its pupils to have a mobile phone with them.

If a pupil attends school with a mobile phone, it needs to be handed in at the school office upon arrival and collected at the end of the day. Staff check pupils' bags on a daily basis in order to enforce this policy.

4.1 Sanctions

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
- 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

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors, students 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. Protocol for this will be explained at the start of every school event due to sensitivities around some pupils.
- 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 out in section 4 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.

6. 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.

A copy of this policy is available on the school website and its contents are explained to all students, volunteers, supply and new staff.

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

7. 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