



BORDESLEY MULTI ACADEMY TRUST

T4-03 Mobile Phone Policy
Tier 4 – Model School Non-Statutory Policy
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Prepared by Shaw Goodwin
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Contents

1. Bordesley Multi Academy Trust Mission Statement.....	3
2. Introduction and aims	3
3. Roles and responsibilities.....	3
4. Use of mobile phones by staff.....	3
Personal mobile phones	3
Data protection.....	4
Safeguarding.....	4
Using personal mobiles for work purposes.....	4
Work phones	Error! Bookmark not defined.
Sanctions	Error! Bookmark not defined.
5. Use of mobile phones by pupils.....	5
Sanctions	Error! Bookmark not defined.
6. Use of mobile phones by parents, volunteers and visitors.....	5
7. Loss, theft or damage	5
8. Monitoring and review	5
<i>Appendix 1: [Code of conduct/acceptable use agreement] for pupils</i>	<i>Error! Bookmark not defined.</i>
<i>Appendix 2: Permission form for pupils to use mobile phones during lessons .</i>	<i>Error! Bookmark not defined.</i>
<i>Appendix 3: Permission form allowing a pupil to bring their phone to school. </i>	<i>Error! Bookmark not defined.</i>
Appendix 4: Template mobile phone information slip for visitors.....	6

1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. Introduction and aims

- 2.1 At Holyoakes Field 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.
- 2.2 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, behaviour, staff code of conduct.
- 2.3 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

3. Roles and responsibilities

- 3.1 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- 3.2 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.

4. Use of mobile phones by staff

Personal mobile phones

- 4.1 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 and during contact time. 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).
- 4.2 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

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

- 4.3 If special arrangements are not deemed necessary, school staff can use the school office number 01527 62829 as a point of emergency contact.

Data protection

- 4.4 Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- 4.5 More detailed guidance on data protection can be found in the school's data protection policy and ICT acceptable use policy.

Safeguarding

- 4.6 Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- 4.7 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
- 4.8 Staff should refer to the Staff Handbook for further guidance
- 4.9 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.
- 4.10 Updates and text messages from the office should be checked during a break or at lunchtime.

Using personal mobiles for work purposes

- 4.11 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
- 4.12 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, during school hours contact must be made via the school office.
- 4.13 During residential visits the school mobile phone should be used by the visit leaders to contact parents out of school hours if needed.

5. Use of mobile phones by pupils

- 5.1 Pupils are not permitted to have mobile phones in school.

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

- 6.1 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 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
- 6.2 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.
- 6.3 A summary of rules for mobile phone use will be displayed around school.
- 6.4 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
- 6.5 Parents 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.
- 6.6 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.

7. Loss, theft or damage

- 7.1 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.
- 7.2 The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, during school visits or trips.
- 7.3 Lost phones should be returned to the school office. The school will then attempt to contact the owner

8. Monitoring and review

- 8.1 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

Appendix 1: Mobile phone information slip for visitors

Print out copies of this slip to give to visitors when they arrive at your school.

Use of mobile phones 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 the staffroom/ office
- 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.

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