



**PENK VALLEY
ACADEMY TRUST**

Mobile Phone Policy

Approved by Audit Finance & Risk Committee – Summer 2024

Ratified at Board of Trustees – July 2024

Author: Chief Operating Officer

Frequency of Review: 3 years

Amendments

JA/NF/DS/HJ/BW Federation SLT 17/02/2017.

2017 – TP – SJFS added.

2018 – TP – updated for PVAT.

2020 – Full review JF (WHS) DP(WHS)AG (PMS) HB (PFS).

2024 – Addition of MFA and Work Mobile information. Review AG (PMS), HB (PFS), RN (MB), SL (SMSC), EC (SJ), AC (TREA). Changes made to Penkridge Middle School section.

Introduction and Aims

The policy refers to electronic devices such as mobile phones, smart watches, tablet or handheld devices and their accessories. This list is not exhaustive and may be reviewed earlier than proposed

The aim of this policy is to protect children from harm by ensuring the appropriate management and use of mobile phones, smart watches, tablet or handheld devices, by everyone who comes into contact with the setting. This policy is part of a suite of policies in order to support Keeping Children Safe in Education.

This policy is for staff, volunteers, committee members, children, parents, carers, visitors and contractors. This list is not exhaustive.

Mobile Phone Use for Work Related Purposes – Staff

- Phones should be on silent or switched off and kept out of sight during class time and kept safely in classroom cupboards, lockers or the school office drawers.
- Personal mobiles if used, should only be used to carry out professional duties such as MFA (Multifactor authentication) or in emergency situations.
- The personal use of mobile phones should be limited to non contact time when no children are present.
- It is recommended that personal mobile phones are security marked, password protected and insured.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example; to take recordings of children or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and tablets.
- We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or school mobile phone. Where parents are accompanying trips they are informed not to make contact with other parents (via text, call, email or social networking) during the trip or use their phone to take photographs of children. In the interest of safety, we recognise there is a need for teachers and coaches running after school clubs to have access to a mobile phone in case of medical or other emergencies. Or when access to the main school phone is restricted. Mobile use on these occasions should be appropriate and professional (and should never include taking photographs of children).
- Staff should report any usage of mobile devices that causes concern to the Headteacher. No schools setting will be held responsible for any loss or damage of personal mobile phones.
- Work provided mobile phones should only be used in context of the school / trust needs, work mobile phones should not be used for personal use. The Phone remains the property of the trust and content on the phone can be monitored or remotely wiped.
- Work provided phones used for work related imagery or multimedia such as, but not limited to promotional photos, videos or used in a capacity such as exam identity authentication, should at the earliest convenience have any such data removed off the device and moved to onedrive or any such approved local storage.
- Work phones must be set up with a password or pin to lock the device when not in use.
- Where a work phone is lost, IT or your line manager must be informed ASAP.

Use of Mobile Phones by Visitors and Volunteers

- Volunteers and visitors are not at any time permitted to use recording equipment on their mobile phones, for example, to take recordings of children, sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and tablets.
- Visitors, including other professionals, contractors and parents / carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
- Volunteers are advised to provide the school contact number to their family members, own children's schools / settings for use in the event of an emergency.
- Visitors and volunteers should report any usage of mobile devices that causes them concern to the Headteacher. No school setting will be held responsible for any loss or damage of personal mobile phones.

Information for Parents and Carers

- If parents have an emergency and need to contact their child, then they should do this by the normal school channels. This is by phoning the school reception and the school is then responsible for giving the message to the pupil. Similarly, if a student needs to contact home, then they can do so by going to reception before school, during morning break, lunchtime or after school.
- Students found using mobile phones, Smart watches, iPods and other such electronic devices (including text messaging and silent phoning) or whose phone or Smart watch rings on the school site will have their phone or Smart watch confiscated. The phone, Smart Watch, iPod or electronic device is then locked away in the school safe and will only be returned at the end of the school day. If, however, a phone, Smart watch, iPod and other such electronic device is confiscated repeatedly parents may be requested to collect the device from the school office.
- While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but request that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

Information for Pupils

- Pupils in First Schools are not permitted to have mobile phones at school or on trips. Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – please refer to Anti-Bullying Policy of the school for more specific information.
- At Penkrigde Middle School, mobile phones should not be seen when on school site. Pupils should switch devices off and place them at the bottom of the bag before they enter the school site. These should not be switched back on until they leave the school site at the end of the day. Children will hand their phones into the box in their form room during in morning registration, where they are locked away until they are returned to them at the end of the day. Penkrigde Middle School has an online form for parents to complete if they wish their child to bring their phone to school, which has specific terms and conditions; this must be completed before a mobile phone is brought

to school. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - please refer to the anti-bullying policy of the school for more specific information.

- At our High Schools no mobiles should be seen or heard during the school day. Phones should be on silent and kept in a safe place on the pupil at all times. Where a pupil is seen with a phone, it will be confiscated and returned at the end of the school day. In the event of this happening repeatedly, a parent will need to come into school to collect the phone. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - please refer to AntiBullying Policy of the school for more specific information.
- A privilege of Sixth Form at Wolgarston is that students are entitled to bring a mobile phone to school. We appreciate these are an important element of people's lives in the modern age and can play a positive role in learning when used appropriately. We expect students to understand their responsibility as a role model to younger students who do not have this privilege and accept the policy outlined below:
 - Mobile phones may only be used in designated Sixth form areas. The locations of these will be clearly described as part of the sixth form induction process.
 - Mobile phones should only be visible in class with the permission of the class teacher.
 - If students are seen using their phone by a member of staff outside the clearly designated areas, the phone will be confiscated and should be collected at main reception at the end of the day.

Dissemination

This policy will be shared with staff and volunteers as part of their induction. It will also be available via each school website.

Review of Policy

This policy will be reviewed every 3 years, or before if necessary by the board of trustees.