



# Mobile Phones in Schools Primary Academy Policy

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<b>Policy Category</b> (Please Indicate)	<b>1</b>	<b>Academy to implement without amendment</b>
	<b>2</b>	Academy specific appendices
	<b>3</b>	Academy personalisation required (in highlighted fields)



## Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V1	03.03.2024	Matt Copestick – Strategic Safeguarding Leader	New Policy



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## 1. Rationale

Exceed Learning Partnership recognise that mobile phones (including smart phones) and other electronic devices such as tablet computers and smart watches are an important part of everyday life in modern Britain. However, such devices can disrupt learning and create other issues such as cyber bullying.

This policy aims to:

- Make clear the Trust's position on mobile phones and other electronic devices in our primary academies
- Acknowledge the guidance 'Mobile Phones in Schools', Department for Education (2024)
- Provide guidance to staff to be positive role models for our children with regards to the use of mobile phones and other electronic devices
- Support the Trust's Safeguarding and Child Protection policy

## 2. Roles and responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else engaged by the Trust or our academies, must alert a member of staff if they have a concern that this policy is not being enforced or complied with.

## 3. The use of mobile phones by staff

Exceed Learning Partnership acknowledge that staff and other adults that come into contact with our pupils are role models for expected behaviour. Therefore, it is important to outline the main conduct expectations of staff with regards to mobile phones:

### 3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) may need to use their personal mobile phone for work activity, such as accessing emails or using authentication applications.

Staff are encouraged to act responsibly when using their personal mobile phones in our academies by:

- Not making or receiving personal phone calls in areas where pupils are present
- Not taking photographs of children on personal mobile phones
- Advising their Line Manager or Principal if there are circumstances during the academy day where they may need to make or accept calls (e.g. their child or another dependent is unwell).

Staff who use their personal mobile phone, or other electronic device such as a tablet computer, for work email must have adequate protection in place to protect the sensitive data that email can contain, including a passcode of at least 6 digits long to unlock the device.



Should the device be lost or stolen, they must inform their Line Manager or Principal at the earliest opportunity so that steps can be taken to ensure sensitive data from emails remains secure.

## 3.2 Safeguarding

As described in the Trust Safeguarding and Child Protection Policy, staff must not use their mobile phones to take photographs or recordings of pupils or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using academy or Trust equipment.

## 4. Use of mobile phones by pupils

Our Primary Academies are 'Phone Free'. This means that pupils phones should not be seen, heard or used during the academy day. Pupils are not permitted to bring mobile phones or other electronic devices (such as tablets and smart watches) with them to school. However, the Trust recognises that pupils and their families may rely on mobile phones as a safety measure where children travel to and from their academy independently. Where this is the case, in line with the academies process for permitting children to travel to and from school independently, pupils may bring a mobile phone with them providing the following conditions are met:

- It is a day where the child is travelling independently
- The mobile phone is switched off and handed over to the class teacher on arrival to school
- The mobile phone is stored in a secure place, such as a locked drawer or cupboard or a locked 'cash tin'
- The mobile phone is only returned to the child at the end of the academy day

### 4.1 Pupils in breach of this policy

Pupil mobile phones and other electronic devices (such as tablets and smart watches) are prohibited items in our academies. Where pupils are in breach of the policy the following process should be followed:

- (If appropriate) a reminder of the conduct expectations and an opportunity to comply with the policy
- Confiscation of the device and parents/carers advised. The device is then stored in a secure location away from the classroom such as the Principal's office (in locked storage)
- The device is only returned to the parent or carer of the child
- Sanctions, where necessary, may be issued in line with the school's Positive Relationships and Behaviour policy

Staff should refer to the DFE guidance Searching, Screening and Confiscation (2022) for further advice if required.

### 4.2 Communicating with parents/carers

It is expected that Principals write to families at least once a year to advise them of our expectations and routines with regards to mobile phones.

Where a pupil joins mid-year, parents should be advised of the academy's approach to mobile phones as part of the induction process.



Where there has been a breach of this policy by a pupil, the school must advise parents/carers at the earliest opportunity before the end of the school day.

## 5. Loss, theft or damage

The Trust and its academies accept no responsibility mobile phones or other electronic devices (such as tablets and smart watches) that are lost, damaged or stolen on the school premises or transport, during school visits or trips or while pupils are travelling to and from school.

## 6. Adjustments to this policy

The academy Principal may adjust this policy on a **case by case basis** where they deem this to be appropriate. Circumstances could include, but are not limited to, where a mobile phone is used for medical purposes (e.g. the tracking of blood sugar levels for a diabetic child).

The Strategic Safeguarding Leader for the Trust can provide additional guidance if required.

The academy Principal must record on CPOMS the adjustments being made. They should also record a reason why these adjustments are in place, as well as the steps being taken to prevent the device causing disruption to learning or a safeguarding concern.