



Mobile phone policy

Approved by: Governing Body

Date: September 2024

Last reviewed on: September 2024

Next review due on: September 2027

1) Introduction and aims

At Holy Name, 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.

Our policy aims to:

- 1) Promote, and set an example for, safe and responsible phone use
- 2) Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- 3) Support the school's other policies, especially those related to child protection

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- 1) Risks to child protection
- 2) Data protection issues
- 3) Potential for lesson disruption
- 4) Risk of theft, loss or damage
- 5) 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 EHT and HoS are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

This policy is also to be ratified by the governors every 12 months.

3 Use of mobile phones by staff

3.1 Personal mobile phones

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. The use of mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it is 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

Staff are asked to speak to the EHT or HoS to inform them of such a situation and they will decide on a case by case basis whether to allow for special arrangements.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information. Please see IT acceptable use policy and Data Protection policy.

3.3 Safeguarding

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

The Designated Safeguarding Lead for Holy Name is Mr Neil Morris. The Deputy Leads are Mrs Cath Burns and Mrs Helen Perry.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use their personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Twitter, Class Dojo & School Website immediate uploads
- Supervising off site trips



-Supervising residential visits

In these circumstances, all staff will:

-Use their device in an appropriate and professional manner, in line with our staff code of conduct

- Only take photographs or recordings of pupils, their work, or anything else which could identify a pupil, if it is to be immediately uploaded to Twitter, Class Dojo or the website and we have the consent of the parent to do so.

-Do not use phones to contact parents. If necessary, contact will be made via the school office or, if off-site, the school mobile

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Please see the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

If children walk home by themselves, then they are allowed to bring a mobile phone into school. Permission for this, must be received in writing from their parent. The phone must be switched off and taken to the main office, where it will be kept in a locked drawer for the day. The child will pick it up and sign for it at 3pm as they leave the school building.

These phones are not allowed to be given back to the child at any other point in the school day.

4.1 Sanctions

There may be occasions where a child genuinely forgets to take their phone to the office. In these situations the child will be gently reminded of the rules and consequences. If the child frequently keeps their phone in their bag, after having been reminded then the parents will be called.

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 their ethnicity, religious beliefs or sexual orientation.

5 Use of mobile phones by parents, volunteers and visitors

We ask that parents do not use their phones on the school premises. We have displayed posters to remind parents of this around the school and the main entrance and exits. 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 is a public event (such as a school fair), or of their own child



-Using any photographs or recordings for personal use only and not posting it on social media without consent

-Not using their phones in lessons, or when working with pupils

Parents or volunteers supervising school trips will be informed of the rules for mobile phone use when they sign in at the main office or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

-Use their phones to make contact with other parents

- Take photos or recordings of pupils, their work, or anything else which could identify the pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for using their phones as set out in section 4.

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.

6. Loss, theft or damage

Pupils bringing their phones to school must ensure that they are fully turned off, not just switched to silent mode before they hand them in.

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.

This policy will be posted on the school website. Signs are displayed throughout the school advising parents, staff and visitors to turn off their personal phones.

7 Monitoring and review

The school is committed to ensuring that this policy has a positive impact of the 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.

All policies are ratified by the governing body.