



# Mobile Phone Policy

Policy Type:	Safeguarding
Updated:	September 2024
Next Review:	September 2025

# Mobile Phone Policy

## 1. Statement of intent

At the James Montgomery Academy Trust the welfare and well-being of our pupils and staff is paramount. This policy has been drawn up in the best interests of both pupil safety and staff professionalism. The enhanced functions of many mobile phones (including smartphones) can cause the most concern, and can offer distractions and disruption to the working day. These enhanced functions are also the most susceptible to misuse, including the taking and distribution of indecent images, exploitation and bullying. When mobile phones are misused, it can impact on an individual's dignity and privacy, this is the same for both pupils and staff. It can be difficult to detect the misuse of mobiles phones, therefore the use of all mobile phones in JMAT schools is limited by the contents of this policy.

This policy applies to all individuals who have access to a personal mobile phone onsite, including staff, children, governors, volunteers and parents / carers and visitors.

**Please note that the term 'mobile phone' also relates to other electronic devices with the capacity to be used as a form of communication, such as smartwatches.**

## 2. Related policies

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Acceptable Use Policy and Agreement
- Online Safety Policy
- Codes of Conduct for staff, central staff, governors, volunteers and parents / carers and visitors
- Social Media Policy

## 3. Use of mobile phones

### 3.1 Pupils:

- Pupils may be given permission to bring mobile phones into school if they are walking to or from school without parents (usually years 5/6 only).
- In other circumstances pupils are not permitted to have mobile phones (this includes smartphones and smartwatches) at school or on trips.
- In the event of a child bringing a mobile phone into school the phone must be handed into the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school and not handed in to the designated person/office will be confiscated and must be collected by the parent at the end of the school day.

### 3.2 Staff:

- Staff must have their phones on 'silent' or switched off and out of sight during class time.
- Staff may not make or receive calls or texts during contact time with children.
- If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- **Personal phones will never be used to take photographs of children or to store their personal data.**

### 3.3 Parents/carers

- We request that parents/carers usage of mobile phones on the school site is courteous and appropriate to the school environment.
- Mobile phone use is not permitted when parents/carers are present in the common areas of school, such as the foyer/reception, as this is a working environment with children present.
- We appreciate that parents will want to photograph or video school events such as shows or sports day using their mobile phones, but this is in the understanding that parents do not publish images (e.g. on social networking sites) that include any children other than their own.
- It is not permissible for parents to take photographs or videos at any other time on school premises.

### 3.4 Volunteers, visitors, governors and contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy whilst on the premises.

**Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff and dealt with in accordance with the appropriate school policies.**

### 4. Use of mobile phones by pupils to bully or intimidate others

In some circumstances where mobile phones are used in or out of school to bully or intimidate others the Headteacher has 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.'

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The JMAT and its schools takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes:

- 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. Search of a pupil's mobile phone

The DfE guidance allows schools staff to search a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

### 6. Staff use of personal devices for work

There are four main systems that JMAT permits to be used on personal devices as they are of major benefit to the running of the school and safeguarding of the students. These systems are

- RecordMy Safeguarding System
- Outlook (email)
- Dojo
- X (Twitter) and other social media/messaging platforms for school use

### 7. Guidelines for staff use across all applications:

- If your personal device is lost or stolen you must immediately alert school so appropriate security procedures can be initiated.
- There is an expectation that due to the installation of these school applications that you will have a secure PIN on your personal device.

- If you have been issued with a business device this must always take priority for remote working use.
- You must be mindful of personal data held within these applications and the risk associated such as unauthorised access if your personal device is shared with individuals such as family members

#### **8. Monitoring, evaluation and policy review**

The policy will be promoted and implemented throughout the JMAT schools and will be assessed for its implementation and effectiveness annually by the Trust Safeguarding Lead.