

Date Valley School Trust

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Mobile Phone Policy

Introduction and aims:

At Date Valley School we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, parents and staff, as well as the wider school community.

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 children, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and safeguarding

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

Roles and responsibilities:

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 Headteacher is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff:

a) 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, whilst in the presence of children. Use of personal mobile phones is restricted to non-contact time and to areas of the school where children are not present (such as the staff room).

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.

If special arrangements are not deemed necessary, school staff can use the school office number 02086484647 as a point of emergency contact.

b) Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

c) Safeguarding

- It is strongly recommended staff must refrain from giving their personal contact details to parents of pupils, including connecting through social media and messaging apps
- Staff must avoid giving their personal contact details to pupils, including connecting through social media and messaging apps
- Staff must be selective about where they are publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils
- 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 material must be uploaded to the school's secure storage network and deleted from their personal device before the end of the work day

d) Using personal mobiles for work purposes

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
- Off-site school events

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. If necessary, contact must be made via the school office

e) Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Please refer to the Staff Discipline, Conduct and Grievance Policy.

Use of mobile phones by pupils:

Pupils are allowed to bring a mobile to school in the following circumstances:

- Travelling to and from school by themselves
- Are young carers who need to be contactable
- Exceptional reason as agreed by the Headteacher

These pupils must hand in their phone to the school office on arrival and collect at home time. Pupils are not allowed to keep their phone and use them during the school day.

Parents will be asked to sign a permission form (Appendix 1) if their child is bringing in a mobile phone.

Use of mobile phones by parents, volunteers and visitors:

Parents, visitors and volunteers (including trustees 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
- Not using phones in lessons, or when working with pupils

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.

Parents or volunteers supervising school trips 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

Loss, theft or damage:

Pupils bringing phones to school must ensure that phones are appropriately labelled, and handed in to the school office on arrival.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone’s functions. Staff must also secure their personal phones. Failure by staff to do so could result in data breaches.

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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

This policy has been read and approved for Date Valley School, by the Headteacher and the Chair of the Trust Board.

Date: March 2019

Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow to bring (his/her) mobile phone to school because (he/she):

(Circle as required)

- Travels to and from school alone
- Is a young carer
- Exceptional reason as agreed by the Headteacher

Pupils who bring a mobile phone to school must abide by the school’s policy on the use of mobile phones.

The school reserves the right revoke permission if pupils don’t abide by the policy.

Parent signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	