

Mobile Phone Policy



Approved by: Local Governing Body

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Introduction

This policy outlines the acceptable use of mobile phones at ISP school in the context of safeguarding and underpins everything that we do at ISP. At ISP we recognise and understand the vulnerability of our children and the potential inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all encompassing and robust.

Aims

This policy aims to:

- Ensure that there is clear understanding and adherence to the policy by staff, visitors and pupils.
- Promote, and set an example for, safe and responsible use of mobile phones.
- Support the school's other policies, especially those on safeguarding and child protection

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

- Data protection
- Lesson disruption
- Risk of theft/damage
- Inappropriate use of technology
- Child protection

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 Head Teacher and Governing Body are responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

Staff personal mobile phones

Staff mobiles should be kept safe during teaching hours and should only be used, away from the pupils, in designated breaks and lunch.

However, as a school we do understand that there are circumstances when keeping your personal mobile phone is a necessity. For example:

- Emergency contact for a sick child
- Ill family members
- Waiting for a call from a hospital/surgery
- Supervising off site trips
- Emergency evacuations

In these circumstances staff should use their phones appropriately, not take any photos or recordings of pupils, their work or anything else that can identify them.

Unacceptable use of phones

- Staff must not use their phones to access any personal school data.

- Staff must not take any photographs of pupils on their phones
- Staff must not use their personal phones to contact parents/carers unless in exceptional circumstances agreed by SLT.
- Staff must refrain from giving out their personal details to parents/carers, including connecting through social media sites.

Staff that fail to adhere to the policy may face disciplinary action.

Staff work mobile phones

Some members of staff are provided with a work phone by ISP for work purposes.

Only authorised staff are permitted to use school phones and access must not be provided to anyone without it being authorised.

Staff must only use functions for work purposes, including making and receiving calls, sending/receiving emails or other communications such as the internet.

Staff must ensure that all communication via their work phone is at all times appropriate and professional and in line with our staff code of conduct.

Loss/theft/damage

ISP school will not be held responsible for any loss/damage or theft to personal mobile phones whilst at school, or on transport to and from school.

Pupils must ensure that their phones are appropriately protected (face recognition, passwords etc) to deter from theft and/or access by others.

Confiscated phones will be stored securely

Pupil mobile phones

At ISP we appreciate the importance of pupils having mobile phones due to long journeys, having contact with home whilst travelling and listening to music.

However, pupils must hand their phones into to their teacher when they arrive to school for the protection of all pupils at ISP school.

Sanctions

If mobile phones are not handed in, and staff are notified that a pupil has a phone, then the relevant sanctions will be enforced such as:

- Confiscation of phone
- Phone call home
- Parent/carer meeting
- Written record on Class Dojo with sanction

Schools are permitted to confiscate phones from pupils under section 91 and 94 of the Education and Inspections Act 2006. They will not be returned until the end of the school day.

Staff also have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. DfE guidance allows a school to search a pupils phone if it is thought

that there is reason to believe the phone contains pornographic images, or if it's is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying and harassment can be classified as a criminal offence. Such conduct includes:

- Sexting (consensual and non-consensual sharing of nude or semi-nude images)
- Upskirting
- Threats of violence or assault
- Abusive call, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

Use of mobile phones by parents and visitors

Parents and visitors (including Governors and contractors) must adhere to this policy if they are on the ISP school site.

This means that they must not:

- Take pictures of pupils, unless consent has been given and it is a public event
- Use any photographs or recordings for personal use only, and not posting on social media.

1	March 2022	
2	Policy review – July 2022	
3	Policy review – May 2023	M Jenkinson
4	Policy review – July 2024	K Keeble
5	Policy review – July 2025	K Keeble