



# Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

*Every child matters, every moment counts*

Headteacher: Mrs M Atkins

## **MOBILE PHONE POLICY 2023**

*For Riverview CofE Primary and Nursery School, Ewell Family Centre and Riverview Day  
Nursery*

**November 2023**



Status & Review Cycle:  
Next Review Date:

Every three years  
November 2026



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## 1. Introduction and aims

At Riverview CofE Primary and Nursery School VA we recognise that mobile phones, including smart phones and watches, are an important part of everyday life for our pupils, parents/carers 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 pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to safeguarding, child protection and behaviour.

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



- Inattention and risk management (reading messages on phones and watches may present a risk)
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

**The school accepts no responsibility for damaged, lost or stolen phones including when confiscated by staff.**

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

The headteacher (lead DSL) and deputy DSL have their personal mobile phones on them at all times to support with behaviour management and social and emotional needs. When they are not on site, members of SLT will have authorisation to have their phones on them.

## 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 and in contracted times. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils do not have access to (such as the staffroom).

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

When this is the case, the headteacher should be informed of this immediately. The headteacher and member of staff will decide on a case-by-basis whether to allow for special arrangements and for how long. This will be reviewed regularly by the headteacher and member of staff.



If special arrangements are not deemed necessary, school staff can use the school office number 020 8337 1245 as a point of emergency contact.

### **3.2 Data Protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. To avoid allegations of misconduct, phones must not be visible when children are present.

The two only exceptions are

- on duty with the allocated member of staff responsible for signalling the end of break/lunchtime
- alarms in the office for medications

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. The school mobile number must be used for risk assessments for trips.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

The two school iPads should be used to take images of the children and stored on the OneDrive. These should then be deleted as soon as they have been used.

The headteacher (lead DSL) and Family Support Worker may use their phones. The school iPhone can also be used to take images for the school social media pages. These images are deleted once uploaded.

### **3.4 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 are not limited to:

- Emergency evacuations
- Supervising off-site trips



- Supervising residential visits

The school mobile will be used for residential and school trips where parents/ carers may need to contact a member of staff.

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

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### 3.5 Sanctions

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

See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by pupils

Pupils are allowed to bring a mobile to school if:

- Travelling to and from school by themselves
- Young carers who need to be contactable.

If a pupil brings a phone into school:

- Parents/ carers must sign a permission form before the phone is brought into school
- The phone must be switched off as soon as the child is within the school grounds (within the blue gates)



- The phone must be handed into the class teacher who will store phones securely within the class
- The phone must be switched off during the school day.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

## 4.1 Sanctions

If a pupil breaches the school's policy, there are a number of consequences that the school can use:

- Confiscation of the phone (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). Parents/ carers will be allowed to collect their child's phone from the headteacher at a mutually agreed time
- Consequences that are in line with the school's behaviour policy (see policy).

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows school's to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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's 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 on social media without consent
- Not using phones in lessons, or when working with pupils
- Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

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

Parents/carers 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. They must not try to contact their child on his/her personal mobile during the school day.

## **6. Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use. Pupils must label their phones with their first and last names, for easy identification.

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, as well as any work phone provided to them. 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.

The school will make parents/carers aware of the school policy on phones by:

- including disclaimers in permission forms for bringing a phone to school
- including a disclaimer in our home-school agreement



- providing a copy of our policy and disclaimer to new pupils and parents/carers.

Confiscated phones will be stored in the headteacher's office in a locked drawer. In the headteacher's absence, a member of SLT/ DSL will store the phone securely.

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

## **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers 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





## Appendix 1: Acceptable use agreement for pupils

### Acceptable Use Agreement- Mobile Phones

You must adhere to the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone when you are on the school site.
2. Phones must be switched off (not just put on 'silent').
3. When you come into school, your phone must be handed into the class teacher to be securely stored.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media.
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use rude or inappropriate language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will result in a consequence.

<b>Pupil Name:</b>	
<b>Date:</b>	
<b>Class</b>	



## Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carers name(s):</b>	

The school has agreed to allow ..... to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right revoke permission if pupils breach the school's policy.

I have discussed the school's mobile phone policy with my child.

Parent/carers signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	



## Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staffroom
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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