



**Mayesbrook Park School**

Alternative Provision for young people in Barking and Dagenham

# Mobile phone policy

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|----------------------------------------|--------------------------------------------------------------------------------------|
| <b>School Name</b>                     | Mayesbrook Park School                                                               |
| <b>Date Policy approved</b>            | December 2024                                                                        |
| <b>Signature of Chair of Governors</b> |  |
| <b>Signature of Headteacher</b>        |  |
| <b>Policy Review Date</b>              | December 2027                                                                        |

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### 1. Introduction and aims

At Mayesbrook Park School we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to 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
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

### 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

### 3. Roles and responsibilities

#### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

#### **4. Use of mobile phones by staff**

➤ The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

##### **➤ 4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while [children are present/during contact time]. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- 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 0208-270-6000 as a point of emergency contact.

##### **4.2 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).

Data Protection Policy can be found on the Mayesbrook Park School Website.

##### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, 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/carers or pupils.

Staff must not use their personal 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 must be done using school equipment.

#### **4.4 Using personal mobiles for work purposes**

➤ Personal mobile should not be used to:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits (if work mobile is not working staff should contact the Headteacher via mobile)

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

#### **4.5 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

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.

#### **4.6 Sanctions**

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

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

### **➤ 5. Use of mobile phones by pupils**

- The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.
- All mobiles are secured in student's locker

#### **5.1 Use of smartwatches by pupils**

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Student's smartwatches are wristwatches with smart technology are kept in the student's locker.

## **6. 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 at 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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Further information can be found on the school website 'Child Protection and Safeguarding'.

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 their personal mobile during the school day.

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

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 front office. The school will then attempt to contact the owner.

## **8. 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 staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations