



# Mobile Phone Policy July 2022

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School or Trust Policy	Trust

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If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

**Kernow Learning is committed to providing a healthy working environment and improving the quality of working lives for all staff.**

**Kernow Learning’s Wellbeing Strategy aims to ensure that our values are embedded in everything we do as a Trust, and that staff are recognised as our greatest asset.**

**The Chartered Institute of Personnel and Development (CIPD) define wellbeing as:**

**‘Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.’**

**Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.**

**In this, and all of Kernow Learning’s policies, staff can expect to be treated in line with Kernow Learning’s values and with due regard to their wellbeing.**

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## 1. Introduction and aims

Kernow Learning recognises that mobile phones, including smart phones, are an important part of everyday life for our pupils, 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 pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- To be read in conjunction with:
  - Relevant code of conduct
  - Behaviour policy
  - ICT Policy
  - Social media policy
  - Safeguarding Policy
  - Whistleblowing policy
  - E safety policy

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

## 2. 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.

## 3. Use of mobile phones (including smart watches) by staff volunteers and contractors

### 3.1 Staff

For classroom-based staff, mobile phones should be switched to silent and left in a safe place during lesson times and any contact time with pupils. **Smart watches can be worn, but not used for calls or messages during lesson times or during any contact time with pupils.** The school cannot take responsibility for items that are lost or stolen.

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 as a point of emergency contact.

Staff use of mobile phones during their working day should be:

- Discreet and appropriate e.g.: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
- In keeping with their professional responsibilities and expectations.

Staff should not contact pupils or parents from their personal mobile phone and should not willingly give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, they should, wherever possible, use the school telephone in the office and record their contact in the usual way.

Staff should never send to, or accept from, colleagues or pupils, texts, images or recordings (video or audio) that could be viewed as inappropriate. Staff must ensure that their use of personal mobile or work provided technology is at all times within the school ICT, Social Media and E Safety Policy.

With regard to camera phones, a member of staff should never use their phone to photograph pupils or allow themselves to be photographed by pupils. There may be, on occasions such as during school trips, a desire for staff to use their phone camera to take photographs. Permission must be sought before doing so from the Headteacher and these must be deleted as soon as they have been used, in line with the school acceptable use policy.

This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure.

Staff should refer to the Safeguarding Policy; Code of Conduct, ICT Policy, Use of Social Media Policy and Whistleblowing Policy for further detailed guidance.

### 3.2 Parents, Visitors or Volunteers

Parents and visitors will be asked to turn phones off when volunteering in classrooms. Parents and visitors will be asked to turn their phones to silent whilst attending assemblies and other pupil based celebration events so that there is no disruption to the school's programs.

We accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This is acceptable, however all images taken must be used for their own personal use and not shared via social media, therefore safeguarding the privacy of pupils. This will be kept under review.

Adults, either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures or recordings of pupils.

Adults, visitors or volunteers in school should only use their mobile phone or smart watch within the confines of the school office and personal cameras and mobile phone cameras should not be used to take pictures of children.

### 3.3 Contractors

Contractors are expected to follow our Mobile Phone Policy whilst on the premises.

(Please see contractor Code of Conduct)

### 3.4 Data protection

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

More detailed guidance on data protection can be found in our Data Protection Policy or ICT Acceptable Use Policy.

### 3.5 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
- Supervising residential

visits 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.

### 3.6 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.
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### 3.7 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

- We acknowledge a parent's right to allow their child to bring a mobile phone to school if they travel to and from school without adult supervision.
- When a child needs to bring a phone into school, a permission slip must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil can identify their own phone. Parents are advised that the school accept no liability for the loss or damage to mobile phones which are brought into school or school grounds.
- If a pupil is found taking photographs, video footage or audio recordings with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and action will be taken according to our Behaviour Policy.
- If images or recordings of other pupils or adults have been taken, the phone will not be returned to the pupil until the material has been removed. Should a pupil be found to be

using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

- We ask that parents should talk to their children about the appropriate use of text messages and social media. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.
- The use of mobile phones by pupils is supported by Behaviour, Safeguarding and E-Safety Policies of the school.
- Pupils must adhere to the school's Acceptable Use Agreement.

## **5. Monitoring and review**

This policy is reviewed every two years by Kernow Learning or in line with any changes to statutory guidance. For all monitoring of policies, we adopt a rigorous and reflective approach. We consider multiple perspectives on the effectiveness and success of the policy and procedures in question, incorporating the views of stakeholders. An Equality impact assessment is undertaken to ensure that there is no potential for any discrimination, adverse impact in relation to protected characteristics or any conflict with the Trust's values.