



KING EDWARD VI  
SHELDON HEATH ACADEMY

## MOBILE PHONE POLICY

Other relevant documents:

Behaviour Policy

Exclusion Policy

Safeguarding Policy

This policy is supported and enhanced by the following documents and policies:

- DfE: Behaviour and Discipline in Schools
- Education and inspections Act 2006

**Friendship**  
Integrity Benevolence  
Honesty **Equality**  
Respect Community  
Tolerance Aspiration  
**Our values**  
Humility Personal responsibility  
Justice Dignity Ambition  
Co-operation **Humanity**  
Excellence Embracing diversity  
**Belief** Empathy Kindness  
Understanding **Charity**  
**Compassion**

Date of Review: June 2024

Date of Next Review: June 2027

## **1. Introduction and aims**

At KESH Academy we recognise 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

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**

### **2.1 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 Principal is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

The Academy Governors through the Student Welfare Committee will regularly monitor and evaluate the impact and implementation of this policy.

## **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, during contact time unless there is an emergency which requires them to do so. 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 staff room/work rooms and offices).

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
- In the case of a PE lesson in which a student gets injured and on-call is needed urgently

### **3.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Please see the Academy Trust IT Acceptable Use Policy for further information.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents 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 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 must be done using school equipment.

### **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 aren't limited to:

- Emergency evacuations

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 or via a school mobile that will be available to those organising trips and visits.

### **3.5 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.

### **3.6 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**

If students choose to bring a mobile phone to the Academy, it must be switched off and placed in a Yondr mobile phone pouch on arrival. Each pupil is issued with their own pouch that they are responsible for. At the start of the day their phones are placed in their pouches. Staff are on hand on entrances to supervise this process which will then be checked daily by tutors during form time. The pouches automatically lock meaning pupils then have no access to their phones throughout the day (There are alternative pouches available for students who

may have medical needs and therefore need access to their devices i.e. Type 1 diabetics). The Academy may also conduct spot checks throughout the course of the day to ensure that all students are using the pouches as required. When leaving the building at the end of the day pupils can retrieve their phones by tapping the magnetic base pod. These will be located at the exit points to the Academy and are locked during the day. Handheld magnetic pods are also available to support staff at peak times and during trips. If students need to contact a family member, they can speak to their pastoral manager or Head of Year to facilitate this.

Students will be provided with their first Yondr pouch free of charge. If they lose or damage their pouch parents/carers will be required to purchase an additional pouch at a cost of £25.

The only exception to this is Sixth form students who are permitted to use their mobile phones in the Sixth form area only.

## DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn their mobile phone **off**.
- 2) Open their Yondr Pouch by tapping against the Unlocking Bases stationed at the main entrances/exits.
- 3) Place their mobile phone inside the Pouch and secure it in front of school staff.
- 4) Store it in their bag for the day.
- 5) Unlock the pouch at the stations near the entrances/exits to the Academy after 3:05pm.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their bag. **Students must bring their Pouch to school with them every day.**

\*Students arriving late or leaving early will pouch/unpouch their phones in main school reception.

### 4.1 Sanctions

If any students from year 7-13 are seen using their phone at any point during the Academy day their mobile will be confiscated and stored in the Academy safe. The only exception to this is Sixth form students who are entitled to use their phones in the Sixth Form area specifically. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

Any mobile phone that is confiscated will be available for collection by the students' parent/carer any time after 3:30pm on that day. Mobile phones will not be returned directly to students. If a student breaches this rule on further occasions the Academy will return the phone to parents/carers any time 24 hours after it has been confiscated. Students will also receive sanctions in line with our BFL policy for using phones or not placing them in Yondr pouches.

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 staff to search a pupil's phone if we 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, volunteers and visitors**

Parents, 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, 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 or residential visits 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

Parents 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 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 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. Students, if they wish to do so, can pass their pouches to their PE staff for safekeeping during PE lessons.

Confiscated phones will be stored in the Academy safe.

Lost phones should be returned to student services. 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 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

### **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 staff room.
- 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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