Nether Green Junior School

Mobile Phone Policy

Approved by:	Chair of Governors, Attendance & Behaviour Governor and Headteacher
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1. PURPOSE & SCOPE

Nether Green Junior School is a mobile phone-free school during the school day. This policy sets out what that means for pupils, staff, volunteers, parents/carers and visitors.

In this policy, "mobile phone" includes smartwatches and any similar device that can make calls, send messages or take photos, or that connects to a phone or the internet.

Guidance & Related Policies

This policy follows:

- DfE Mobile Phones in Schools guidance
- Keeping Children Safe in Education (KCSIE), current edition
- DfE Behaviour in Schools: Advice for Headteachers and School Staff

It should be read alongside our:

- Relationships and Behaviour Policy
- Child Protection and Safeguarding Policy
- Code of Conduct Policy for All School Employees
- Social Media Policy
- Educational Visits Policy

2. PUPILS

Pupils do not use mobile phones at any time while they are in school, and do not need one during the school day.

Bringing a Phone to School

Some parents and carers decide they want their child to have a phone, for example if their child walks home on their own. Where this is the case, the arrangement is simple:

1. The child switches the phone off as soon as they arrive on the school grounds, then hands it to the class teacher at the start of the day.
2. The class teacher locks it away in the classroom.
3. The class teacher returns it to the child at the end of the day. It stays switched off until the child has left the school grounds.

Smartwatches & Fitness Trackers

Pupils must not wear any smartwatch, or any watch or fitness tracker that connects to a phone or can make calls, send messages or take photos. Ordinary watches are fine.

If This Policy Is Not Followed

If a child has a phone that has not been handed in, is wearing a smartwatch, or uses a device during the day, a member of staff will take the device and lock it away. It will be returned to the child's parent or carer at the end of the day, and the matter will be dealt with under our Relationships and Behaviour Policy.

If anything seen on a device raises a safeguarding concern, staff will pass it straight to the Designated Safeguarding Lead and will not look through the device themselves.

Health & Accessibility Needs

Some children need a smart device for health or accessibility reasons, for example to monitor blood glucose or to adjust the settings on a hearing aid or cochlear implant. Where this is the case, the arrangement will be

agreed with parents and carers and set out in the child's individual healthcare plan or support plan. The device is used only for that purpose.

Trips & Residentials

Pupils do not take phones on school trips or residentials unless the letter for that visit says otherwise.

Contacting Your Child

If parents or carers need to get a message to their child during the day, they should contact the school office.

Loss or Damage

We take reasonable care of phones that are handed in, but phones are brought to school at the owner's risk.

3. STAFF

Staff do not use their personal mobile phones for personal reasons in front of pupils at any point in the school day. This applies to all teaching and support staff, supply staff and trainees. It covers smartwatches too: staff may wear one, but notifications are silenced during contact time and it is not used for personal reasons in front of pupils.

Personal Phones

- During lessons and any time spent with pupils, phones are on silent and out of sight, for example in a bag, locker or locked drawer.
- Personal phones can be used during breaks and non-contact time in places pupils do not go, such as the staffroom and offices.
- Family members who need to reach you urgently can ring the school office. If you are expecting an urgent call, for example because a dependant is unwell, speak to the Headteacher, who may agree a temporary arrangement.

Health & Accessibility Needs

Some staff need a phone or smart device for health or accessibility reasons, for example to monitor blood glucose or to adjust the settings on a hearing aid. Staff in this situation may use their device for that purpose at any time, including in front of pupils. Please let the Headteacher know, so that any colleagues who need to know are aware. While you are with pupils, the device should be used only for that purpose.

Work Use

A personal phone may be used briefly and discreetly in front of pupils for:

- two-factor authentication when logging in to school systems. Wherever possible, staff should log in before school, at break or at lunchtime so that this is rarely needed in front of pupils
- emergencies, including evacuations
- off-site visits, in line with our Educational Visits Policy.

Photos & Data

Staff never use a personal phone to take photos or recordings of pupils or their work; school devices are used for this. Pupils' personal information, such as contact details, assessment information or SEND information, is not kept on personal phones.

Contact with Families

Staff do not give their personal phone number or social media details to pupils or parents/carers. Contact with families goes through the school office or school systems.

Professional Conduct

These expectations form part of the professional conduct expected under the Code of Conduct Policy for All School Employees. Concerns about a member of staff's phone use will be dealt with by the Headteacher and may be handled under the school's disciplinary procedures.

4. PARENTS/CARERS, VOLUNTEERS & VISITORS

Volunteers

Volunteers, including governors, students on placement and parent helpers, follow the same rules as staff in section 3 whenever they are working with pupils. On trips, volunteers do not take photos of pupils on their own phones or use their phones to contact other parents.

Visitors & Contractors

Visitors and contractors are asked to keep phones on silent and out of use while children are present. If you need to take a call, please ask at the office where you can go. Visitors must not take photos or recordings of pupils or staff.

Parents & Carers on the School Grounds

We ask parents and carers not to use their mobile phones anywhere on the school grounds, including at drop-off and pick-up, unless there is an emergency. This helps us keep the school phone-free for children and means children have their parent or carer's full attention at the start and end of the day. Signs around the school remind everyone of this.

Parents & Carers at School Events

Parents and carers must not take photos or videos at school events, unless we have told them beforehand that an event is an exception.

For example, at the Year 6 end-of-year production, parents and carers may take photos of their own child before or after the performance, but not during it.

Any photos taken at these times are for personal use only. Please do not post images that include other children on social media.

Everyone signing in at reception will be reminded of these expectations.

5. ROLES, RESPONSIBILITIES & REVIEW

The Headteacher is responsible for this policy and for making sure it is applied consistently. All staff are expected to follow it themselves and to act on any breach they see. Volunteers should tell a member of staff if they notice a breach.

The policy will be reviewed every year, taking account of feedback from staff, pupils and families, behaviour and safeguarding records, and any updated DfE guidance. Questions or concerns should be raised with the Headteacher through the school office.