Sketty Primary School
Use of Mobile Phones Policy

September 2024

Article 6: Every child has the right to be alive. Governments must make sure that children survive and develop in the best possible way.
Erthygl 6: Mae gan bob plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.

1. Introduction and Aims

At Sketty Primary School, we recognise that mobile phones, including smart phones, 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 and develop children's learning and understanding of our whole school online safety rules;
• support parents/carers in understanding the issues and risks associated with children's use of digital technologies.

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; and
• appropriate use of technology in the classroom and beyond.

2. Roles and Responsibilities

All staff (including teachers, support staff, supply staff and students) are responsible for enforcing this policy and must alert a member of staff if they witness, or are aware of, a breach of this policy. Ensuring the online safety of our school's community members requires a whole-school approach.

This policy has therefore been written in consultation with the following stakeholders:
• Headteacher;
• Safeguarding Link Governor;
• Governing Body;
• Staff; and
• Parents/carers; and
• Pupils.

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 messages, while children are present and 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 staff room, although we appreciate mobile signals are unreliable and important calls may need to be taken in different

areas of the school). If walking to one of these places, mobile phones should not be in use – this includes hours when breakfast or after-school clubs are in operation.

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:
• expected emergency contact by their child, or their child's school;
• expected emergency contact for acutely ill dependents or family members.

Requests to have access to a mobile phone during times when children are present must be agreed by the Headteacher.

If deemed unnecessary, school staff should use the school office number 01792 206655 as a point of emergency contact.

On school trips, teachers and support staff may take their personal mobile phones, but these must be kept out of sight unless for essential use for the trip or essential messages to/from school or venue or parents/carers. No mobile phone camera technology is to be used on school trips under any circumstances. School iPads must be used for all photographs on trips.

3.2 Smart watches
Many smart watches have the same capabilities as mobile phones and allow communication via text and through social media. All stakeholders and pupils who possess a smart watch must adhere to the following guidelines:

- If your smartwatch is capable of generating a 4G signal or has a camera, then it is not permitted to be worn whilst on the school premises.

All students and other volunteers in school will undergo an induction during which safeguarding, including use of camera technology and mobile phones, will be made clear.

Members of the public or staff at events, are also not permitted to use mobile phones to photograph Sketty children unless authorisation has been provided by the Headteacher.

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

3.4 Safeguarding
Staff should not provide their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Staff are not permitted to connect with current pupils through any social media platform including but not limited to Facebook, WhatsApp, and Instagram.

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 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.

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 are not limited to:
• emergency evacuations;
• supervising off-site trips; and
• 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; and
• refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

3.6 Sanctions

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

4. Use of mobile phones by pupils

We recognise that mobile phones and other internet-enabled devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, mobile devices are capable of more than simply helping a child get in touch with parents/carers at the end of the day.

Therefore, it is incumbent upon parents/carers to understand the capabilities of the phone/device and the potential use and mis-use of those capabilities.

Sketty Primary School discourages children from bringing mobile phones to school if at all possible and other internet - enabled devices are not permitted, due to the potential negative issues that may arise, for example:
• mobile devices may be lost, stolen or damaged;
• mobile devices can prove a distraction to teaching and learning in school;
• they may provide a means of bullying or intimidating others; and
• risks associated with sharing images and with posting digital images on the internet.

If it is necessary for a child to bring a mobile phone or other internet-enabled devices to school, for example those children who walk to/from school on their own in years 5 and 6, these will be kept in the classroom cupboard for the duration of the school day.

Children who bring a mobile phone or smart watch to school must sign an agreement alongside parents/carers that they understand the rules of use of mobile/camera technology in school. If these rules are breached, this may result in further disciplinary action being taken.

Sanctions

Appropriate sanctions will be actioned for any pupil in breach of rules for mobile/camera usage, or if inappropriate usage is suspected by staff, including confiscation of the device.

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

If confiscated, the mobile phone will be held in the school office and returned at the end of the school day.

Inappropriate content or inappropriate use includes, but is not limited to:
• bullying or harassment.
• 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;
• sexting (consensual and non-consensual sharing nude or semi-nude images or videos); and
• upskirting.

The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

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 is a public event (such as a school fair), and with the authority of the Headteacher;
• using any photographs or recordings for personal use only, and not posting on social media without consent;
• not using phones in lessons, or when pupils are present. 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 are permitted to take photographs at events such as sports day or performances with the Headteacher's agreement.

They are reminded that these should not under any circumstances be published on social media of any kind. Under no circumstances must parents/carers use their phone (for calls, messages, photographs or internet) whilst in the school building.

This extends to smart watches and cameras/recording equipment.

Our playground is also a mobile phone/camera technology free zone, and we request that all visitors to the site, when dropping off/collecting children, adhere to this rule for safeguarding reasons. Visitors to the school must sign in using our electronic system. Visitors will be directed to information about the use of mobile phones in school.

Parents/carers or volunteers supervising school trips or residential visits must not:
• use their phone to contact other parents/carers; and
• 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.

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 with the class teacher for the duration of the school day.

Pupils must ensure their phones are turned off.

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. Parents/carers and children will sign a home-school agreement explaining that the school accepts no responsibility for mobile phones as above.

Confiscated phones will be stored in the school office in the school safe. Lost phones should be returned to the school office. 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 on pupils' education, behaviour and welfare.

When reviewing the policy, the school will consider:

• feedback from parents/carers/carers and pupils;
• feedback from teachers;
• records of behaviour and safeguarding incidents; and
• relevant advice from the Welsh Government, the local authority or other relevant organisations.

Signed:

Chair of Governors: Date:

Headteacher: Date:

Date for Review: