Mobile Phone Policy

Autumn 2020

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Ratified: Full Governors, Autumn 2020
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Policy Lead: D Reddy

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Mobile Phone Policy

1. Introduction and aims

At Holyhead School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, 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 students, 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 Vice Principal responsible for Safeguarding is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

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, 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 students are not present (such as the staff room).

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:

o   For emergency contact by their child, or their child's school

o   In the case of acutely ill dependents or family members

o   In case of DSL/Leadership being contacted due to an emergency/problem in school or out of school/off the premises, for example when making a home visit

Staff mobile phones are not permitted to be used during staff training and presentations.

3.2 Data protection

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

For more details, please refer to GDPR policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, 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 students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. 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

●   Supervising off-site trips

●   Supervising residential visits

When supervising residential visits or school trips staff will be provided with a school mobile phone wherever possible. Staff should never make their contact details available to students and parents. In the circumstances, above 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 students, their work, or anything else which could identify a student

- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

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 students

Student mobile phones are not permitted to be used whilst on the school site at any time. Phones should be away before students enter the school grounds and not accessed until they have left the site.

Any phone that is seen or heard will be confiscated, this includes phones on display in shirt or blazer pockets etc… SEE IT, HEAR IT, LOSE IT

Should students wish to contact parent/carers with any concerns or for collection following school based activities they are to report to their Head of Year where a phone call will be made.

There may be circumstances in which it's appropriate for a student to have use of their phone during contact time. For instance:

- Young carers who need to be contactable

The Principal will decide on a case-by-basis whether to allow for special arrangements.

4.1 Sanctions

4.1.1 Should a phone be heard or seen, in the first instance it will be confiscated and put in the school safe in a named envelope until the end of the day when the student may collect it.

4.1.2 Should there be a second occurrence a call will be made home with the requirement for a parent / carer to collect the phone on their child's behalf.

4.1.3 Should a student persistently breach the mobile phone policy they will be forbidden to have a phone in school. They will be searched each morning and should they be found in possession of a phone it will be confiscated and kept for a period of 5 days after which the parent must collect the phone.

4.1.4 (Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006)

4.1.5 Staff also have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a student's phone if they 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.

4.1.6 At Holyhead should a member of staff suspect inappropriate content on a phone, or if they suspect inappropriate behaviour they will contact a senior member of staff/DSL immediately who will carry out the appropriate checks.

4.1.7 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.

4.1.8 Such conduct includes, but is not limited to:
- Sexting
- 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

5.1 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.

5.2 This means:

- Not taking pictures or recordings of students, 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 students

5.3   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.

5.4   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 students, their work, or anything else which could identify a student

5.5   Parent/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

5.6   Parent/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 (0121 523 1960). They must not try to contact their child on his/her personal mobile during the school day.

6.   Loss, theft or damage

6.1   Students bringing phones to school must ensure that the phones are stored securely when not in use.

6.2   Students 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.

6.3   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 students are travelling to and from school.

6.4   Confiscated phones will be stored securely in a school safe in the Student Support and Achievement Centre (SPACE). Holyhead will take responsibility for the loss, theft, or damage of a phone that has been confiscated.

6.5   Lost phones should be returned to P.Evans in SPACE. The school will then attempt to contact the owner.

7.   Monitoring and review

7.1   The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations
- This Policy will be reviewed every two years.

8.   Template mobile phone information slip for visitors

8.1   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 students are present. If you must use your phone, you may go to the main reception. Do not take photos or recordings of students (unless it is your own child), or staff

- Do not use your phone in lessons, or when working with students

8.1.1 The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

8.1.2 A full copy of our mobile phone policy is available from the school office.

8.2   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 students are present. If you must use your phone, you may go to the main reception

- Do not take photos or recordings of students (unless it is your own child), or staff

- Do not use your phone in lessons, or when working with students

8.2.1 The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

8.2.1 A full copy of our mobile phone policy is available on the website or from the school office.

8.3   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 students are present. If you must use your phone, you may go to main reception

- Do not take photos or recordings of students (unless it is your own child), or staff

- Do not use your phone in lessons, or when working with students

8.3.1 The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

8.3.2 A full copy of our mobile phone policy is available from the school office.

9. **Use of the NHS Test and Trace Mobile Phone App**

The mobile phone app is part of the government's response to the coronavirus outbreak. It is designed to support the NHS <u>Test and Trace programme</u> by making it easier to trace people who have been in 'close contact' with someone who has tested positive for coronavirus. It sends alerts to those close contacts and tells them to self-isolate.

9.1 **Who can use it?**

9.1.1 We are encouraging as many staff and students aged 16 and over as possible to use the app – this is because our school will benefit the most from the app if a significant number of people are using it throughout the day.

9.1.2 If you're using the app, let the school know by emailing the Human Resources Manager, Mr Yasir Idris (yidris@holyheadschool.org.uk). This is so we can keep a record of who is using the app and get the most benefit out of it.

9.1.3 Although we do not recommend that students under 16 use it, we are aware that some younger students may have it downloaded on their phone. These students will still receive a notification if they have been in contact with a confirmed case of coronavirus, in which case we will follow our usual coronavirus response process which is to isolate them, ask them to identify social contacts and examine seating plans for proximity contacts.

9.3 **How does it work?**

9.3.1 You need to have Bluetooth switched on for the app to work. This is so it can measure the distance, over time, between people who are using the app.

9.3.2 It has 6 features:
- **Trace:** this will alert you if you have been in close contact with a confirmed case of coronavirus. While it is calculated by an algorithm, "close contact" here generally means within 2 metres for 15 minutes or more.

- **Alert:** this shows you the risk level in your local area.

- **Check in:** you can check into locations by scanning QR codes. We will not need staff or students to do this when arriving at school.

- **Symptoms:** you can check your symptoms against government guidance and get advice.

- **Test:** you can order a free test and receive the result through the app, along with advice.

- **Isolate:** If you need to self-isolate, you get an isolation "companion", counting down the days you still have to isolate and giving you advice

9.3.3   To find out more about how the app works, visit the support page – covid19.nhs.uk

9.4   How will it affect our coronavirus response process?

9.4.1   The app will not change our process for responding to positive cases of coronavirus, which is still to liaise with the DfE and PHE to identify contacts using the agreed definition. We know that not all staff and students will use the app, and our existing process does not rely on it.

9.5   When do I need to pause the app?

9.5.1   You should **only** pause the contact tracing feature (located at the bottom of the app screen) when:
- You are not able to have your phone with you, for example because it is in a locker.
- You're fully protected from other people, for example behind a perspex screen.

9.5.2   Pausing the app in these situations will make sure that the app does not accidentally alert you when, for example, someone who has tested positive has been in close contact with your phone but not you.

9.5.3   When you pause contact tracing, it asks you when you would like to be reminded to switch it back on.

9.6   What if students misuse the app or use their phone for other things?

9.6.1   We've updated our Behaviour & Mobile phone policies to allow students and staff to use their mobile phones in school to check, send and receive notifications from the app.

9.6.2   If students are found to have misused the app, for example by logging symptoms they do not have in order to receive an instruction to go home and self-isolate, we will take disciplinary actions which include fixed term exclusion.

9.6.3   Students will have phones confiscated if they are caught using them for anything other than the app.

9.6.4   If staff confiscate a mobile phone, please ask the student to pause the contact tracing feature on their app.

9.7   When can staff and students check phones during the school day?

9.7.1   At any time that does not interrupt teaching or learning. It is also important that staff do not use their phones in full view of the students under the age of 16. We do not want to see mobile phones being used around the site.

9.8   What happens if a student gets a notification to self-isolate?

9.8.1   If a student has been in close contact (within 2 metres for 15 minutes or more) with a confirmed case, the app will advise them to tell an adult and go home and self-isolate. At school, they should tell a member of staff, who will notify the Principal immediately.