



**Thomas Alleyne's High School  
Mobile Phone Policy 2023- 2024**

*Committed to serving our community, making a difference by embracing excellence and transforming lives.*

**Progress Opportunity Individuality**

Approved/reviewed by

Managing and Resourcing Committee

June 2024

Date of next review

June 2026

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## **1. Introduction and aims**

At Thomas Alleyne's 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 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.

Mrs Heywood-Deputy Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

This policy will be ratified by the Governor panel every 2 years.

## **3. Use of mobile phones by staff**

### **3.1 Personal mobile phones**

Staff (including volunteers) should not make or receive calls, or send texts, while pupils are present.

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
- To action two factor authentication

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

### 3.2 Safeguarding

On a professional level, 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. As per the Acceptable use policy.

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.

### 3.3 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
- Accessing all school resources such as email and Teams during all times when pupils are not present.

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 there is no other option but to use a personal device, staff must ensure they withhold their number and delete the dialled number from their phone, after the phone call has been made. Wherever possible, contact should be made via the school office.

### 3.4

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

### 4. Use of mobile phones by pupils

- The school has a mobile phone policy of never seen, used or heard.
- Pupils are allowed to bring mobile phones to school, but they should not be used, seen, or heard at any point on the school site. This includes before and after school times. Pupils are responsible for their safe keeping and should recognise this is a privilege not a right.
- Mobile phones **must be turned off at all times** and stored where they cannot be seen. This could be in a school bag or inside blazer pocket. Trouser pockets and outside coat or blazer pockets are not acceptable.
- Should a pupil break any of the above rules, On the first instance, the phone will be put into a named envelope and taken to the school finance office for the school safe. This can then

be collected by the student at the end of the school day from the front office via the pupil reception door.

- The second breach of this policy by the pupil will require a parental collection of the phone. When the phone is confiscated, the pupil name will be communicated with the front office and a phone call home to the parent attempted to notify them of the confiscation. Phones will not be given to pupils if a parent is not available to collect it.
- If the confiscation takes place during a lesson a PWO should be called using the SIMS alert button and the phone will be put into a named envelope and taken by the PWO to the school finance office for the school safe.
- Earphones are not allowed in school and if found, these will be confiscated.
- Pupils must not use plugs in school to plug in chargers for phones or laptops as this presents a fire risk. Sixth form students can plug in laptops as long as they have had their device PAT tested by the school.
- **External speaker's/docking stations may not be used** in any area at any time. These will be confiscated and parents asked to collect the item.
- Mobile phones may be permitted on certain school trips. This will be agreed by the trip leader and Head teacher.
- Sixth form pupils are permitted to use mobile phones in the common room for work purposes only.

#### 4.1 Sanctions

Should a pupil break any of the above rules, the phone will be put into a named envelope and taken to the school finance office for the school safe. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). These phones should be collected at the end of the school day via the front office (student reception door). On the first occasion a pupil may collect the phone, on any following occasions, parents will need to collect the phone and it will not be handed to the pupil.

Staff should follow the school's behaviour policy and issue the appropriate number of behaviour points (using the right click menu on SIMS) for infringements on the policy.

- 3 points are issued by the staff member for a pupil getting a mobile phone out/use of a mobile phone. The phone should be confiscated at this time following the procedure above.
- If a pupil refuses to hand over a mobile phone, then the staff member should issue 5 behaviour points rather than 3 (refusal to hand over device on sims right hand menu) and call for assistance by using the SIMS alert button. If the pupil continues to refuse to hand over the mobile phone, then this will lead to further and more serious sanctions as per the school's behaviour policy.

- For pupils who have their phone confiscated more than once, the phone will need to be collected by a parent/carer.

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.

The Head teacher, Deputy Head teachers, Assistant Head teacher SENCO, Assistant Head Teacher safeguarding, Head of House Orme and Whitmore Pupil Welfare Officer are authorised to search students for banned items as set out in this policy. They will follow the advice from the DfE Searching, Screening and Confiscation July 2022.

All designated staff authorised to conduct a search will ensure they have a witness present and wherever possible will ensure they are of the same sex. The head teacher will ensure a culture of safe and proportionate searching is maintained. All searches should be reported on 'my concern' ensuring the information listed on point 45 of DfE Searching, screening confiscation advice.

Parents will always be informed if a search has taken place.

### **Confiscation**

The DfE Searching, screening confiscation advice 2022 will be followed if prohibited items are found.

If a member of staff finds any image, data or file on an electronic device that may constitute an offence this must be delivered to the police at the earliest opportunity. The electronic device will be confiscated at this point.

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)
- Up skirting
- 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) 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, on corridors, public spaces or when working directly with pupils
- Signage is in place around the school so parents, visitors and volunteers are aware of the rules for mobile phone use when they are on school site.

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 bringing phones to school are responsible for their safe keeping and following of school procedures.

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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

To ensure all parties are aware of this policy, it will be published on the school website.

## 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
- Governors will review and ratify this policy every two years

## 8. Appendix 1: Code of conduct for pupils

### Code of conduct

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone anywhere on the school site at any time. This includes before and after school. Phones should not be used, seen or heard at any time whilst on site.
2. Phones must be switched off (not just put on 'silent').
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's passwords or access codes with anyone else.
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
6. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
8. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
9. Don't use your phone to view or share pornography or other harmful content.
10. You must comply with a request by a member of staff to switch off, or give in a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the exam room. Bringing a phone into the exam room can result in your exam being declared invalid.



## 9. Appendix 2: Mobile phone information slip for visitors

### **Use of mobile phones in our school**

Please keep your mobile phone on silent/vibrate while on the school grounds

Do not use phones in public spaces or where pupils are present.

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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