

Use of Mobile Phones

Policy

2025 - 2027



Kingsland School

Date of Last review:	May 2023
Date of this review:	July 2025
Next review due by:	July 2027
Comments:	Updated loan agreement to include downloading apps and change of wording on the loan agreement.
Approved by:	Shared with the Management Committee on the Governor Hub (17.07.2025) presented at committee meeting on 21.10.2025.
Head teacher's Signature:	<i>E. Patel</i>

Use of Mobile Phones

1. Introduction

At Kingsland School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice. We recognise that mobile phones are an effective communication tool and this is an essential part of peoples working lives. Access to a mobile phone for work use is expected in certain circumstances. However there are limits to the use of personal mobile phones during working hours and on school premises.

It is the enhanced functions of mobile phones that cause the most concern, offering distractions and disruption to the working day.

This policy refers to ALL mobile communication devices.

2. Aims

- To raise the awareness of all staff of the crucial role of safeguarding in all areas of school life.
- Alert staff members to the potential for predatory behaviour and ensure increased vigilance.
- Provide an environment in which children and their families are protected from the risk of images being recorded and used/stored for inappropriate use.
- Prevent potential misuse of mobile phones.
- Ensure that children receive the undivided attention of adults at all times.

3. Scope

This policy applies to:

- All contracted staff in relation to the use of personal mobile phones whilst at work.
- Staff who have been issued with work mobile phones.
- Supply staff & volunteers who have access to personal mobile phone on site.
- This list is not exhaustive.

This Policy applies to all aspects of the functions a mobile phone can be used for, including phone calls, text messages, internet access, social media, sending and receiving all forms of electronic data.

4. Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all staff:

- Have a clear understanding of what constitutes misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.

- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are aware of the importance of reporting concerns promptly.

It is recognised that imposing regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within our school, which is agreed to by all users:

5. Personal Mobiles - Staff

It is recognised that staff may wish to be contacted via mobile phone whilst at work and the school is prepared to accommodate this as far as is reasonably practicable. Contact via a mobile phone must not disrupt an employee's ability to carry out their job and must not disturb teaching and learning or affect the work of their colleagues.

The following rules apply for the use of personal mobile phones in school:

1. Staff should have their mobile phones on silent mode or switched off and out of sight (e.g. in a drawer or bag) during working hours.
2. Personal mobile phones are not to be used in a space where children are present (eg. classroom, on the yard, on off-site visits).
3. Use of phones (Inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. during staff lunch breaks in the Mezz / staff room.
4. Personal mobile phones brought into school should be password protected/locked to prevent unauthorised access to personal information.
5. In the event of exceptional circumstances (e.g. sick relative), then staff should make the Head teacher aware of this and consideration will be given to allowing the member of staff to have their phone on them in case of having to receive an emergency call.
6. Emergency contact during this time can also be made via the school office.
7. Staff members are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
8. Legitimate recordings and photographs should be captured only using school equipment such as cameras.
9. Mobile phones should not be used in a space where children are present; this includes watching videos on social media during working time.
10. Mobile phones should be on silent or switched off during meetings, staff briefing or training events.
11. Staff must not allow pupils to access their mobile phones and must not disclose their personal details to parents/carers.
12. In exceptional circumstances where staff members are forced to work from home and make contact with pupils, they must use the restriction code on their mobile phone before activating a call to parents. This will ensure their personal mobile number is kept private. Staff must not send text messages to parents/carers or pupils from their personal mobile phone.
13. Staff should report any usage of mobile devices that causes them concern to the Head teacher or a member of SLT immediately.

If for any reason a personal phone is used for work purposes and this incurs a cost. The cost of the call must be evidenced and can only be reimbursed if the use was previously agreed with their line manager and an itemised bill is presented identifying the call and the cost to the member of staff.

Staff are expected to lead by example and should not be seen by pupils using mobile phones for personal use during the school day.

Persistent abuse of these procedures will lead to disciplinary procedure

7. Mobile phones for nominated staff

The school issues mobile phones to nominated staff with the specific intention that these should only be used as part of the employee's job role and must not be used in place of a personal mobile phone or a personal home phone.

The school keeps a record of handsets issued to staff.

Staff are provided with a school mobile phone if it is deemed necessary for their role:

- If their duties require them to spend a substantial amount of time off site on work related duties.
- Staff who are required to be contacted in emergency situations, such as Site Manager in relation to key holding responsibilities.
- If it is necessary for them to make work related calls and/or emails off site as part of their day to day work.
- Staff issued with a mobile phone will be required to sign for it and confirm they have read and agree to the terms of the agreement.

When off site staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made directly to the school office.
- Where parents or volunteers are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

We understand that often staff prefer to take their own mobile phone with them off site, in place of the school mobile. The same principals apply as above, staff must not contact parents from their mobile and it should only be used in case contact needs to be made directly with school. The use of personal mobile phones taken off site is optional, however staff must provide School with their personal mobile number via the off-site form prior to leaving school.

8. Conditions of use for ALL school mobile phones:

School mobile phones should be switched on at all times during working hours. Staff are asked to input the contact numbers for key members of staff including SLT. Staff are asked to keep school mobile phones safe at all times and guard against theft and misuse. If a phone is lost

or stolen and contains sensitive data, users must inform the Business Manager immediately who will in turn notify the Councils Data Information Officer in line with the LA Security Policy.

All mobile phones must be **password protected** with appropriate security settings.

School mobiles should not be used for personal use without prior authorisation. Where personal usage has occurred school will ask staff for a reimbursement where applicable. Staff who use work mobile phones are reminded that the bills are checked to monitor appropriate usage.

Staff are prohibited from installing apps on their work mobile phones that are not directly work related.

If a school mobile phone is damaged, lost or stolen this must be reported immediately to the Business Manager. The School mobile phones are not insured, costs for repairs may be sought from the user.

All staff who loan equipment from school including mobile phones are requested to sign a loan agreement. The conditions of the agreement are outlined below:

Conditions of Loan

- **Kingsland School may lend staff equipment at the discretion of the Headteacher/Business Manager.**
- **The school does not insure equipment on your behalf, and you will be expected to make good any losses if the equipment is lost, stolen, or accidentally damaged while on loan to you.**
- **If staff experience a technical failure when using the equipment then this should be reported immediately to the IT Manager**
- **We expect you to sign into iCloud/Android tracking software to ensure in the event of loss, we can erase and track the device.**
- **Apps that are not work related must not be installed on a work provided mobile phone.**
- **You may not use the equipment we lend to you for any commercial activity.**
- **You must not leave the equipment unattended at any time. In particular, you must not leave equipment in an unoccupied car (including leaving it in the boot). Where you retain equipment overnight, you must store the equipment in a locked room or locked house.**
- **If you do not accept these conditions of loan, you cannot borrow equipment from Kingsland School.**

You are required to present their work mobile phone to the IT Manager on an annual basis so he can perform a health check on the device. You will receive an email from the IT Manager when this is due.

Failure by staff to follow the stipulations contained in the loan agreement and this policy are considered a breach of the staff code of conduct including failure to follow school policy and may result in disciplinary action being taken.

Dual sims are permitted only when confidentiality and restricted access are in place, this is to ensure confidentiality and protect the personal details of the staff member.

9. Driving

If a member of staff is required to drive in a working capacity, and has responsibility for a work mobile, the phone must not be used whilst driving. It is strongly recommend that staff follow the same procedures regarding their own personal mobile phones. Under no circumstances should staff drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

Refer to code of practice for fleet drivers in the H&S policy:

'Whilst driving any school vehicle or if a member of staff is required to drive their own vehicle in a working capacity you must not answer a hand held mobile phone. You must only use the hand held mobile phone when you have legally stopped, parked and the engine is switched off. Whilst driving it is best practice to have answer phone facility engaged to take messages.'

10. Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping them to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying others.

Therefore:

- Pupils are not permitted to have mobile phones on them in school. These are handed in to staff upon their arrival in school.
- Pupils are not permitted to have mobile phones on school trips
- Mobile phones brought to school undetected will be confiscated and returned to them at the end of the school day.

11. Parents /Carers

While we would prefer parents/carers not to use their mobile phones whilst in school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

12. Data protection

- School mobile phones must be kept in a secure location and not left in locations such as in a vehicle or left on desks.
- Maintain security of the device by using password/pin protected.
- Only store the minimum amount of data necessary for its purpose.
- Do not store full contact details on the device i.e. do not use full names of pupils' parents
- We have a duty to protect data and comply with data protection law; if the phone does not have a pin/password security protection then the phone should not be used to store personal or sensitive information.

13. Implementation & Review

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website and reviewed **every 2 years**.

14. Links with other Policies

This Policy links with other school policies:

- Safeguarding & Child Protection Policy
- Anti-Bullying Policy
- Data Protection Policy
- Whistleblowing Policy
- Code of Conduct Policy

Prepared by: C Emerson

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