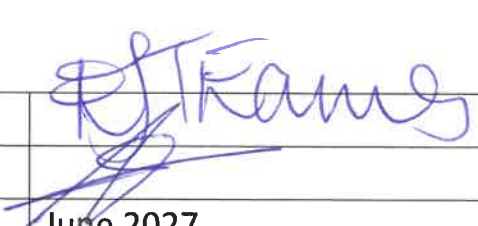




White Hall

Academy & Nursery

Mobile Phone & Social Media Policy for Staff, Visitors and Pupils

Approved by Head Teacher	
Approved by Governors	
Policy to be reviewed	

June 2027

Contents

1. Statement of Intent
2. Relevant Guidance
3. Roles and Responsibilities
4. Use of Personal Mobile Phones by Staff
5. Use of Mobile Phones by Pupils
6. Use of Mobile Phones by Parents/Carers, Volunteers and Visitors
7. Loss, damage and theft
8. Monitoring and review

1. Statement of Intent

At White Hall Academy we recognize that mobile phones and similar devices including smartphones, are an important part of everyday life for our staff, visitors, parents and carers. This policy sets out expectations, and applies to all individuals working at White Hall Academy including teachers, support staff, supply staff, volunteers and contractors, as well as parents, carers and pupils. The aim of this policy is to:-

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for all staff, visitors, contractors, parents/carers and pupils
- 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. Relevant guidance

This policy has due regard to, and meets the requirements of, the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and Responsibilities

- 3.1 All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy and maintaining professional boundaries. Staff will ensure they act responsibly when using technology.
- 3.2 The Head Teacher is responsible for monitoring the policy and reviewing it on a yearly basis, or sooner if required, and holding staff and pupils accountable for its implementation.
- 3.3 Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of Personal Mobile Phones and Smartwatches by Staff

- 4.1 Staff (including volunteers, visitors, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone whilst working. Mobile phone and smartwatch use must be restricted to break and lunch times and is only permitted in staff areas, such as the staffroom. Personal phones must be switched off or set to silent during lesson times and locked away in staff cupboards. Staff must secure their personal phones, as well as any work phone provided to them, using passwords or pin codes to protect access to the phone's functions. Failure to do so could result in data breaches.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for emergency personal use, for instance in the case of an acutely ill dependent or family member. Such use will be at the discretion of the Head Teacher and approval must be sought prior to use.

4.2 Data Protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information, including entering data into generative artificial intelligence (AI) tools, such as chatbots (e.g. ChatGPT and Google Bard). Our Artificial Intelligence Policy provides further guidance.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connection 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/carers or pupils
- Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work or anything else that 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

4.4 Using Personal Mobile Phones 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:-

- Use of multi-factor authentication
- Emergency evacuations

4.5 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.

4.6 Breaches

Staff who fail to comply with this policy may face disciplinary action. Please see the school's Staff Disciplinary Policy, for your information.

5. Use of Mobile Phones by Pupils

Pupils are not permitted to bring mobile phones or smart watches into school unless they walk home unaccompanied and require the use of their device as a safety measure, enabling them to contact their parent/carer in the event of an emergency. In such circumstances, pupils may bring their phone to school. The procedures relating to emergency phones are as follows:

- Phones and watches must be **switched off** before entering the school site and must remain off and securely stored throughout the school day
- Pupils must hand their phones directly to the class teacher upon entering the classroom for registration
- The phone will be **securely stored** during the school day and must not be accessed by the pupil at any time unless authorised by a member of staff
- At the end of the school day, pupils must **collect their phone from the class teacher** before leaving the premises
- Phones must not be used anywhere on the school site, including during break or lunchtime.
- If a pupil is found in possession of a phone during the school day, the device will be **confiscated** and parents/carers will be contacted and requested to collect it. The device will be stored securely awaiting collection

6. Use of Mobile Phones by Parents/Carers, Volunteers and Visitors

Parents/carers, visitors, volunteers, governors and contractors will be presented with a Safeguarding visitor leaflet on arrival at school confirming safeguarding arrangements, including information on Academy's mobile phone policy informing them of the requirement to adhere to this policy if they are on the school site during the school day.

This means:-

- Using any photographs or recordings for personal use only and not posting on social media without consent
- Not taking pictures or recordings of pupils or events without permission
- Not using phones in lessons or when working with pupils

Parents or carers who attend school trips must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work or anything else that could identify a pupil

Parents/carers must use the school office as a first point of contact if they need to get in touch with the child during the school day. They must not try to contact their child on their personal mobile phone during the school day.

7. Loss, theft or damage

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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

8. 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 take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head Teacher, Mrs Ellie Eames, in a timely manner.