



The King's (The Cathedral) School

Mobile Phone Policy

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1 Introduction

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within School and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

1.1 The Guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers;
- Set out clear guidance for visitors and contractors;
- Ensure robust safeguarding;
- Support schools' other policies relating to child protection and behaviour.

2 Staff

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.

- The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times;
- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used;
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate;
- If photos or videos are being taken as part of the school curriculum or for a professional capacity. All images and video recordings should be deleted from personal devices as soon as they have been finished with;
- Staff should not allow themselves to be photographed by a pupil(s);
- In circumstances such as outings and off-site visits, staff should use the school's 'trip mobile phone(s)' and follow the protocols detailed in the Visit's Pack as prepared by the Trips Coordinator and approved by the Schools Educational Visits Co-ordinator (EVC).

3 Pupils

We recognise that the majority of pupils will bring mobile phones to school, and many may well wear a smart watch and/or use airpods/headphones. Expectations around mobile phone, smart watch and airpod/headphone usage should be clearly communicated to all pupils and parents.

3.1 The Junior Department

- Pupils are dissuaded from bringing mobile phones to school;

- If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone into the school office/hands their phone in to the class teacher.

3.2 Key Stages 3 and 4

- Students should not be on their mobile phones upon arrival and at any stage during the school day. Mobile phones should be switched off or on silent and stored out of sight. Airpods/headphones should be stored out of sight;
- Between lessons mobile phone use is not permitted;
- Smart watch capabilities are in line with mobile phones and should therefore be regarded as such within the policy;
- The school will follow the examination board's recommendations regarding smart watches with this information being shared with pupils and parents prior to any examinations;
- Form tutors may allow time for any student to use their phones to respond to staff emails;
- Phones may be used in lessons to aid teaching and learning but only if directed by the teacher.

3.3 Sixth Form

- Sixth Form students should not use their phones in transit from lessons or around the School at break or lunch;
- The Sixth Form can use their phones in the Common Room, the Café and Work Rooms;
- On no account should a mobile phone, or any other electronic device, be used to record events (this includes voice recordings, videos and pictures) of other students or staff, unless it is part of the school curriculum and is directed by staff.

3.4 Confiscation of Phones

- If a mobile phone, smart watch or airpods/headphones are confiscated by a member of staff, they will be handed in to pupil reception and can be collected by pupils at the end of the School day;
- Pupil Reception staff will log the confiscation of the mobile phone on SIMS;
- The school reserves the right to confiscate a pupil's mobile phone whilst an investigation is taking place.

4 Parents, Visitors and Contractors

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others;
- Should phone calls/ texts need to be taken or made, visitors are asked to leave the premises to do so;
- Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images" 2022;
- Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5 Inappropriate or Illegal Content

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

6 Related Policies and Guidance:

- Safeguarding and Child Protection Policy (September 2023);
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (February 2022);
- Keeping Children Safe in Education (September 2023);
- Guidance for schools and other establishments on the use of images ([Taking photos in schools | ICO](#));
- Data Protection: A toolkit for schools, DfE (February 2023).