



# Mobile Phone Policy

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*'Raising standards and improving life chances for the young people of the communities in which we work.'*

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## 1. Introduction

- 1.1 At Nunthorpe Academy we recognise that mobile phones, including smart phones, are an important part of everyday life for our students and the wider academy community.
- 1.2 Our policy aims to: Set out clear guidelines for the use of mobile phones for students, staff and volunteers; how the policy supports the academy's other policies, especially those relating to child protection and behavior.
- 1.3 This policy also aims to address some of the challenges posed by mobile phones in the academy, such as, but not limited to:
  - Risks to child protection
  - Data protection Issues
  - Potential Lesson Disruption
  - Risk of theft, loss or damage
  - Appropriate use of technology in the classroom
  - Prevention of cyberbullying/bullying.

## 2. Roles and Responsibilities

- 2.1 All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.
- 2.2 Volunteers, or anyone else otherwise engaged by the academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- 2.3 The Executive Principal, Trustees and the Head of School are responsible for monitoring the policy every two years, reviewing the policy and holding the staff and students at the Academy to account for its implementation.

## 3. Use of mobile phones by staff, volunteers and visitors to the academy

- 3.1 Staff, volunteers and visitors are not permitted to make or receive calls, send texts on the Academy site where there are students present.
- 3.2 Staff must limit their use of mobile phones to non-contact time and should only use their phone in the staff rooms or offices.
- 3.3 Staff must refrain from using their personal mobile phones to process personal data or any other confidential information.
- 3.4 Staff are not permitted to give out their personal mobile phone numbers to students and their parents/carers. This includes connecting through Social media platforms.
- 3.5 Staff must not use their personal mobile phones to take photographs or record any pupil, including the pupil's work or anything else which could identify the pupil.
- 3.6 If it is necessary to take photographs or recordings of the pupil, staff must use school equipment to do so and must adhere to the staff code of conduct.

#### **4. Use of mobile phones by students**

- 4.1 The Academy actively encourages students to leave their phones at home. However, we do recognise that students may need their phone for their journey to and from the Academy.
- 4.2 Students who bring their mobile phone to the academy must have it switched off and placed in their pocket before entering the school site at the start of the day and its must not be seen or heard throughout the course of the school day. This includes social times also.
- 4.3 Students, where necessary, may be allowed to use their phone with the express permission of their Pastoral Manager and within their office.
- 4.4 Students may use mobile phones on educational visits at the discretion of their visit coordinator. However, they must be turned off and put away in their pocket or bag if the pupil returns to the academy site after the visit.

#### **5. Non-compliance by members of staff**

- 5.1 If any staff fail to adhere to this policy they may face disciplinary action. See the Staff Disciplinary Policy for more information.

#### **6. Non-compliance by students**

- 6.1 If a pupil's mobile phone is heard or seen by a member of staff during the academy day, including at social times, then the phone will be confiscated. (Schools are permitted to confiscate phones under the Education and Inspections Act 2006)
- 6.2 The relevant member of staff confiscating the phone should place it in a labelled envelope and hand it into main reception where it is to be collected by the pupil's parent/carer at the end of that Academy day (by 4.30pm).
- 6.3 If the pupil's parent/carer do not collect the phone by the end of the full term, the phone will be returned to the pupil on the final day before the holidays.
- 6.4 Any pupil refusing to hand over their mobile phone when asked to do so by a member of staff, will be placed in Isolated Learning for the remainder of that day.
- 6.5 If a pupil still refuses this request, then the Head of School reserves the right to issue the pupil with a suspension for "failing to respond to reasonable requests" in line with the Academy's Suspensions and Permanent Exclusions Policy.

#### **7. Powers to search**

- 7.1 Senior Staff, including SLT, Pastoral Managers and the DSL, 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 pupil's phone if they have reason to believe that the phone contains pornographic or indecent images, or if it has been/or is being used to commit an offence or cause serious injury.
- 7.2 Certain types of conduct, including bullying or harassment, can be classified as criminal conduct. The academy takes this type of conduct extremely seriously, reserves the right to involve the police or other agencies as deemed appropriate by the Academy.
- 7.3 Such conduct, includes, but is not limited to: youth Produced Sexual Imagery, Sexting, Threat based violence, abusive calls/emails/texts, social media posts directed towards an individual's protected characteristics.

## **8. Loss, theft or damage**

8.1 The academy accepts no responsibility for any mobiles phones which are lost, damaged or stolen on the academy site, during academy visits or whilst students are travelling to and from the premises.

## **9. Monitoring and Review**

9.1 Nunthorpe Academy is committed to ensuring that this policy has a positive impact on pupil's education, behaviour and welfare. When reviewing this policy, the Academy will consider feedback from parents/carers, teachers, records of behaviour and safeguarding incidents and any relevant advice from the Department of Education and any other relevant organisations.

## **10. Links to other policies**

This Mobile Phone Policy links with the following policies:

- NMAT Child Protection and Safeguarding Policy
- NMAT Behaviour Policy
- Staff Disciplinary Policy
- NMAT Code of Conduct Visitors