


**Capel-le-Ferne**  
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**Primary School**  
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Capel-le-Ferne Primary School		
Mobile Phone Policy		
Date agreed by Governors	28.09.2023	
Date of next review	Sept 2025	
Further information about policy	Policy will be reviewed every 2 years.	
"Learning today for life tomorrow"		
Our Values: Independence, Creativity, Confidence, Respect		



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### 1. Introduction and aims

At Capel-le-Ferne Primary we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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 the use of mobile phones for pupils, staff, parents/carers 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.

The Head Teacher (Anthony Richards) is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

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

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

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 track or monitor a specific health requirement on a specialist App (e.g. Epilepsy or diabetes).

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

If special arrangements are not deemed necessary, school staff can use the school office number 01303 251853 as a point of emergency contact.

### **3.2 Data protection**

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

Staff must adhere to the AUP Policy

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers 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/carers or pupils.

This is outlined in the school's AUP, Safeguarding and Online Safety policies.

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.

Staff are not permitted to connect their mobile phones to the school's Wi-Fi/ internet, unless this is a necessity to upload a safeguarding concern on to the school's agreed online safeguarding platform. – This is outlined in the staff agreement of the school's AUP Policy.

### 3.4 Using personal mobiles for work purposes

In extreme/ emergency 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

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/carers. If necessary, contact must be made via the school office

The school provides a school mobile phone for staff to take on off-site school trips and residential visits.

### 3.5 Work phones

Members of staff leading off site school trips 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.

### 3.6 Sanctions

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

See the school's staff disciplinary policy for more information.

### 4. Use of mobile phones by pupils

Where deemed necessary by home and school –pupils will be allowed to bring a mobile phone to school –these must be, switched off and handed directly to the school office. Children must take the phone to the school office before moving further on to the school site past the school office.

Pupils are allowed to bring a mobile to school for the following circumstances.

- Travelling to school by themselves or on public transport
- Living at more than one address.
- Young carers who need to be contactable

Mobile phones must not be used at all, whilst children are on the school site. Once collected in by the school office, phones will be labelled appropriately then stored in a secure location.

#### 4.1 Sanctions

If a pupil is in breach of this policy the following sanctions will apply:

- Where staff believe a mobile phone has not been handed to the office –with the permission of the Head Teacher/SLT a bag search will be conducted and any phones found will be taken to the school office where parents will be contacted.
- Parents/ careers will be asked to collect the mobile phone.
- In consultation with the parents, the Head teacher will decide if the pupil/s will continue to be allowed to bring a mobile phone on to the school site.

### 5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) 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, or when working with pupils

Parents/carers, visitors and volunteers will be verbally informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

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

Parents/carers 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/carers 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 must ensure that phones are handed directly to the school office at the beginning of the day. The school office will ensure phones are switched off and appropriately labelled. They will then be stored securely, until the end of the school day when they can be collected ready for the children to take home.

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.

Parents/carers will be made aware of the disclaimer above by:

- Include disclaimers in your permission forms for bringing a phone to school
- Include a disclaimer in your home-school agreement
- Provide a copy of your policy and disclaimer to new pupils and parents/carers

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



## 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/carers 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

## 8. Appendix 1:

### Mobile Phone Acceptable Use Agreement

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

1. You may not use your mobile phone anywhere on the school site. It must be handed directly to the school office before entering further on to the school site.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use your phone to view or share any harmful content.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.



## 9. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow \_\_\_\_\_ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Stay between more than one household.
- Require it for medical purposes

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Mobile Phone Acceptable Use Agreement.

Parents accept and are aware that 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.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
Authorised by:	
Date	





## 10. Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones in our school (The following applies unless otherwise agreed by management)

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the area outside the school office, or ask if there is a suitable room/space available.
- Do not take photos or recordings of pupils, 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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