



Queen Katharine
Academy



Policy:	Mobile Phone Policy
Owner:	Mr Stuart Wall
Approving Board:	Academy Committee
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1. Introduction and aims

1.1: At Queen Katherine Academy we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents 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 and volunteers
- Support the Academy's other policies, especially those related to child protection and behaviour

1.2: 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: All staff (including teachers, support staff, and supply staff) are responsible for applying this policy.

2.2: 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.

2.3: The Vice Principal, Stuart Wall is responsible for monitoring the policy every academic year, reviewing it, and holding staff and pupils accountable for its implementation.

2.4: Academy Committee

- The Academy Committee will approve this policy annually.

3. Use of mobile phones by staff

3.1: Personal mobile phones

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

3.2: 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

3.3: The Principal will decide on a case-by-basis whether to allow for special arrangements.

3.4: If special arrangements are not deemed necessary, Academy staff can use the school office number 01733 383888 as a point of emergency contact.

3.5: Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Further information on this can be found in our ICT Acceptable Use policy and our Staff Code of Conduct.

3.6: Safeguarding

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

3.7: Using personal mobiles for work purposes

In some 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. If necessary, contact must be made via the school office
- Where possible use the QKA Mobile if available

3.8: Staff failing to adhere to mobile phone policy

- Staff that fail to adhere to this policy may face disciplinary action.
- See the Academy's disciplinary policy for more information.

4. Use of mobile phones/headphones by pupils

- Students are allowed to bring a mobile phones/headphones to Queen Katherine Academy however mobile phones must not be visible once inside the QKA building or at any point during the day.
- Mobile phones can only be used at QKA under the direction of the teacher for classroom activities or by Sixth Formers in the Sixth Form Study area.

4.1: Sanctions

- If a pupil is seen with a mobile device or headphones during the day (and not under the direction of a Teacher or in the Sixth Form Study area) then in line with sections 91 and 94 of the [Education and Inspections Act 2006](#), the pupils mobile phone/headphones will be confiscated.

- Mobile phones/headphones will be taken to the relevant Progress Team and will remain with the Progress Team until:
 1. A parent/carer is able to collect the mobile phone/headphones.
 - or
 2. For a maximum of 24 hours (until the end of the next Academy Day)
- For Health and Safety/Child Protection reasons, should a parent/carer be unable to collect the mobile phone on the same day, then the phone will be returned to the pupil at the end of the Academy Day and the pupil will be required to hand in their mobile phone the next day until 3.20pm.
- If mobile phone/headphones are confiscated on a Friday and a parent/carer is unable to collect them before the end of the Academy day then mobile phones/headphones will be returned to the pupil at the end of the Academy day (3:20pm).
- If a student refuses to hand over their mobile phone/ headphones, then they may be placed into Internal Isolation as per our Ready to Learn Behaviour Policy.

5. Searching of mobile phones

5.1: As set out in the [DfE's guidance on searching, screening and confiscation](#), staff have the right to search a pupils mobile phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

5.2: Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Academy takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Up skirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents, volunteers and visitors

6.1: Parents, visitors and volunteers (including Academy Committee members and contractors) must adhere to this policy as it relates to staff if they are on the Academy 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 mobile phones in lessons, or when working with pupils

6.2: Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at the Academy.

6.3: Parents or volunteers supervising school trips or residential visits must not:

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

6.4: Parents 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.

6.5: Parents must use the Academy's Main Reception 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.

7. Loss, theft or damage

7.1: Pupils bringing mobile phones to school must ensure that mobile phones are appropriately labelled and are stored securely when not in use.

7.2: Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the mobile 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.

7.3: The Academy accepts no responsibility for mobile phones that are lost, damaged or stolen on Academy premises or transport, during school visits or trips, or while pupils are travelling to and from school.

7.4: We will ensure parents and pupils are aware of the above by:

- Put signs up in the main Reception Area
- Provide a copy of our policy and disclaimer to new pupils and parents

7.5: Confiscated phones will be stored in the relevant Progress Team area in a secure draw/cabinet.

7.6: Lost phones should be returned to Main Reception where the Academy will then attempt to contact the owner.

8. Monitoring and review

8.1: The Academy is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the Academy will take into account:

- Feedback from parents 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