

St Luke's CE Primary School

St. Luke's C.E (Aided) Primary School



Mobile Phone Safety and Acceptable Use Policy 2023-2024

Mobile Phone Safety and Acceptable Use

Date	Review Date	Coordinator	Nominated Governor
13th March	Spring 2024	Mrs C Cushing	Rev P Stanley

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- Equality Act 2010
- Education Act 2011
- Education (Independent School Standards) Regulations 2014
- Non-Maintained Special Schools (England) Regulations 2015
- Serious Crime Act 2015
- Data Protection Act 2018
- Voyeurism (Offences) Act 2019

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) September 2021
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (2018)
- Sexting in Schools and Colleges (UK Council for Child Internet Safety (UKCCIS))
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that 'Governing bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2021))

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones are used responsibly at this school.

We believe children should not bring their mobile phones into school without permission from the Headteacher as we feel that mobile phones can cause disruption in lessons, the

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possibility of theft, loss or damage and also the possibility of safeguarding and child protection issues. If in the case of an emergency permission has been given then the phone must be handed into the school office on the arrival of the child to school. Parents will be contacted immediately if a child breaks this rule and will be asked to collect the mobile phone from the school office.

We acknowledge that social media is becoming an increasingly important life skill for children to learn as they get older. Therefore, we should prepare children for the outside world by showing them how to be responsible by monitoring their own screen use and how to deal with problematic content that they may encounter.

We believe parents and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs.

During the school day school personnel are restricted to using their mobile phones to break times and lunchtimes when no children are present, with their mobile phones being switched off during lesson times. It is the responsibility of all school personnel to keep their mobile phones securely stored.

We acknowledge cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

We are aware that from April 2019 upskirting is a new criminal offence following the introduction of the Voyeurism (Offences) Act 2019. Upskirting typically involves taking a picture under a person's clothing without them giving their consent, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. This is a deplorable form of sexual harassment and objectification of women and is now a criminal offence in England and Wales.

We must be aware that a very young pupil or one with SEND may be aware that she has been the victim of this act but might be intimidated or unaware of her right to complain.

We acknowledge that most cases of upskirting occur in secondary schools rather than primary schools but all incidents of upskirting or down blousing will be dealt with and the appropriate disciplinary action will be taken.

We have a duty to protect school personnel from the misuse of mobile phones by pupils as we are aware that there has been a nationwide increase in the practice of upskirting or down blousing by pupils on school personnel which has had a detrimental effect on the wellbeing of school personnel.

We are aware that 'sexting' which is also known as youth produced sexual imagery is defined as the production and/or sharing of sexual photos and videos (nude or nearly nude images and/or sexual acts) of young people who are under the age of 18. All incidents of sexting will be reported to the Designated Safeguarding Lead (DSL) who will take the necessary action.

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We as a school community have a commitment to promote equality. We believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure mobile phones are not misused by pupils, school personnel, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones.
- To ensure compliance with all relevant legislation connected to this policy.
- To share good practice within the school, with other schools and with the local authority in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for IT;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities link governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;

- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;

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annually report to the Governing Body on the success and development of this policy.

- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure pupils do not bring their mobile phones into school without permission;
- contact parents immediately if a pupil breaks this rule and they will be asked to collect the mobile phone from the school office;
- ensure parents and all school visitors have a responsibility not to use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- ensure school personnel only use their mobile phones at break times and lunchtimes with their mobile phones being switched off during lesson times and do not use their phones in the presence of pupils;
- ensure school personnel keep their mobile phones securely stored;
- ensure all incidents of upskirting or down blousing are dealt with and will take the appropriate disciplinary action;
- ensure all incidents of sexting will be reported to the DSL who will take the necessary action;
- ensure risk assessments are:

- in place and cover all aspects of this policy;
- accurate and suitable;
- reviewed annually;
- easily available for all school personnel.

- Ensure parents are aware of:

- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- the Safeguarding and Child Protection policy
- safeguarding procedures in place;
- all safeguarding policies;
- their role in safeguarding and child protection

- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

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The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure all pupils are aware of the following tips regarding mobile phone safety:
 - Remember if you are being bullied it isn't your fault and there is nothing so awful that you can't speak to someone about it.
 - Talk to a trusted adult at home or at school.
 - Don't reply to any nasty messages you receive.
 - Don't reply to a text from someone you don't know.
 - Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
 - Don't answer calls from withheld numbers or numbers you don't recognise, let it go to voicemail.
 - Block numbers from people who are sending you nasty messages.
 - If you are bullied repeatedly can change your number.
 - Don't give your mobile number to someone you don't know.
 - Don't send pictures to someone you don't know.
 - If the problem is serious you can report it to the police or Childline.
(Safety Net)
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- report to the DSL any incident of up-skirting or down blousing who will take the appropriate action;
- report to the DSL any incident of sexting and will:
 - never view, download or share the imagery, or ask a child to share or download as this is illegal;
 - report to the DSL if they have viewed the imagery by accident;
 - not delete the imagery or ask the young person to delete it;
 - not ask the young person(s) who are involved in the incident to disclose information regarding the imagery as this is the responsibility of the DSL;
 - not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers;
 - not say or do anything to blame or shame any young people involved;
 - explain to them that you need to report it and reassure them that they will receive support and help from the DSL

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- not use their mobile phones during the school day except at break times and lunchtimes and not in the presence of pupils;
- inform family members that in the case of an emergency that they can be contacted through the school day via the school office;
- be allowed only to use their mobile phones throughout the school day in the case of a personal emergency;
- switch off their mobile phones during lesson times;
- keep their mobile phones securely stored;
- not send or receive texts in classrooms;
- not use their camera phones at any time;
- not use their camera phone to photograph a pupil;
- not send or receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- use the school telephone to contact a parent and not use their mobile phone;
- not store parents or pupils telephone numbers on their mobile phones;
- be issued with the school mobile phone when attending an off-site educational visit;
- not use the school mobile phone for private use;
- give mobile phone safety advice as part of the school's 'Keeping Safe' awareness training to all pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- must not bring their mobile phones to school unless they have permission from their parents and teacher. It must be handed to their teacher at the beginning of the school day and returned to them at home time. The teacher will store it in a locked and secure cupboard or hand it in to the school office;
- be given sanctions if they:
 - bring their mobile phone into school without permission and do not hand it to their teacher at the beginning of the school day.
- bring their mobile phones to school in the case of an emergency and with the permission of the Headteacher;
- be allowed to take their mobile phones on residential visits of more than one day;
- receive mobile phone safety advice which is part of the school's 'Keeping Safe' awareness training for all pupils. Mobile phone safety advice states:
 - Mobile phone number - only share this with friends and people you trust
 - Phone security - never loan your phone and when not in use lock your phone with a PIN code
 - Bluetooth - keep this switched off when your phone is not in use

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- Text, photograph or video - think carefully when you send a text, photograph or video
- Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- comply with this policy for the benefit of their children;
- not use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- work in partnership with the school;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website;
- Meetings with parents such as parent-teacher consultations
- Headteacher reports to the Governing Body;
- School website

Training

We ensure:

- all school personnel:
 - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
 - are familiar with the following documentation:
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

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are aware of the following linked policies:

- Acceptable Use
- Equal opportunities
- Inclusion

- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- all school personnel understand and undertake their role in safeguarding and child protection effectively

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

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The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Acceptable Use

We believe this policy:

- has been reviewed thoroughly by the safeguarding governor and the Designated Safeguarding Lead has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library