REACH
LEARNING PROVISION

MOBILE PHONE POLICY

(Students and Staff)

Date Produced: November 2023

Review Date: November 2024

RESILIENCE - EMPOWER - ACHIEVE - COURAGE - HONESTY

Aim

At REACH Learning Provision, 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 provision community.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents, 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 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 provision.

1.1 Why we need to ensure all our pupils and adults are safe. Below you will find examples of why it's important to ensure all students are safe when using mobile devices.

- Use of mobile devices could be used for up-skirting and obtaining imagery of genitals.
- Adults taking pictures of children for theirs and others' sexual gratification.
- Pornography and violent content accessed by children's own internet connectivity.
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity.
- Inappropriate and violent games accessed and played.
- Pornographic and violent interpretations of known children's cartoons etc. accessed inadvertently.
- Pupils taking pictures and videos of staff, creating memes.
- Using images taken of other pupils for bullying and humiliation on social media.
- Sharing of personal data on social media inappropriately

2. Roles and Responsibilities

2.1 Staff

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

- All staff are being protected by the procedures in this policy.

- 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.

- Volunteers, or anyone else otherwise engaged by REACH will be made aware of this policy through the information given to them by a member of the SLT.

- Head of Provision is responsible for monitoring the policy annually, 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 REACH) are not permitted to use their mobile devices while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is on silent or vibrate only.

Use of personal mobile phones is restricted to non-contact time, and to areas of the provision where pupils are not present such as the staff room and offices.

Provision staff can use the school office number 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 provision information.

- Staff can use school iPads/ cameras to take pictures – not personal devices.

- Staff can access website programmes that access data on external servers such as Dojo, and CPOMS though should never download content onto their personal devices.

- Staff 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 any work phone provided to them. Failure by staff to do so could result in data breaches.

- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so.

- 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 provision equipment.

4. Use of mobile phones by pupils

Pupils are allowed to bring a mobile to school. This includes:

- Pupils travelling to school by themselves.

- Pupils travelling to school via Public Transport

- Young carers who need to be contactable

Pupils are not allowed to:

- Contact staff on personal devices.

- Take photos or videos of staff.

- Share/distribute videos or photos of students.

- Use mobile phones in the classroom.

4.1 Sanctions

At REACH we have recently introduced Yondr Pouches to control phone disturbance in the provision. Yondr Pouches are magnetic tamper proof pouch that can only be opened by using a magnetic docking station which is located in the office. Once the mobile phone is placed in the pouch, the student will not have access to their phone until a member of staff opens it.

We have opted for this product because it still allows the student to have the mobile phone on their person but will stop their access to it during lesson time.

If a student refuses to give up their mobile phone to a staff member, we have a 4-step process that will be enforced by staff:

- Students will be asked to hand their phone to the teacher whilst in the classroom.

- The student will be asked to put their phone in a Yondr Pouch and won't be returned until the end of the lesson.

- If the student still refuses to put the phone in the pouch, under section 91 and 94 of the Education and Inspection Act (2006), staff will confiscate the phone and put it in the pouch.

- Failing that, a phone call will be made to the student's parents.

- The last resort will be suspension or if there is a consistent refusal to adhere to the rule, the students place is at risk of termination.

For more information on Yondr Pouches please visit https://www.overyondr.com/

5. Loss, theft, or damage

- **Pupils bringing phones to REACH are responsible for them. REACH will accept no responsibility for loss, theft, or damage of a mobile phone.**

- **REACH will also not accept any damage to the phone whilst it is in Yondr Pouch.**

- **If a student damages a Yondr pouch, parents will be billed for a replacement pouch.**

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.

Confiscated phones will be stored in the school office in a secure location until they are returned back to the student.

6. Monitoring and review

REACH is committed to ensuring that this policy has a positive impact on the student's education, behaviour and welfare. When reviewing the policy, REACH 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

Next review date: November 2024