



Mobile Phone Policy

Introduction and Aims

At The Wren we recognise that mobile phones are an important part of everyday life for our students, families, and staff, as well as the wider school community.

We also recognise that mobile phones have the potential to undermine our values, pose a risk to child protection and safeguarding, and lead to a disruption to teaching and learning.

The safeguarding of our students is paramount, and disruption free teaching and learning is a priority: this is why the use of mobile phones is prohibited at The Wren for students in Years 7 – 11 and restricted for students in Wren Six.

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 students, staff, families, and visitors.

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

As with the DfE's non-statutory mobile phone guidance all devices with communications and smart technology are included in the term 'mobile phones', such as smart watches, for the purposes of this policy.

Management of the policy

School: This policy is managed by the Senior Leadership Team every two years.

Approval: Updated July 2024

Next review due: 2026

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and behaviour guidance. Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Roles and responsibilities

Staff

All school staff are responsible for enforcing this policy.

Anyone engaged by the school, including volunteers, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Senior Leadership Team is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

Use of mobile phones by students

We recognise that many of our students travel alone to school, are young carers or may need to contact families for other reasons outside of school hours.

- Students in Years 7 – 13 may bring mobile phones to school at their own risk. The school will not be held responsible for missing or damaged mobile phones.
- Years 7 – 11 - Before entering the school gates, phones must be put away in a school bag and remain off until they leave the school gates. Mobile phones cannot be kept in any clothing pocket.
- Years 12 – 13 - Before entering the school gates, phones must be put away in a school bag and remain off until they leave the school gates or are used in a designated Wren Six areas. Mobile phones cannot be kept in any clothing pocket.
- Ear/Headphones must not be worn or seen inside the school gates at any time and must be put away in a school bag.
- If a student needs to make urgent contact with home, they must go to student reception. If families need to contact a student, they should contact 0118 214 388 or admin@wren.excalibur.org.uk.
- Where required to ensure the safeguarding of a child, mobile phones may be passed to the Police. Parental consent or approval will not be sought before this action is taken.
- Wren Six students may access their phones and headphones in the Wren Six Centre, café, and silent study areas only. Outside of these areas this policy and relevant consequences will apply.

Consequences

If a mobile phone or ear/headphones are seen or heard by a member of staff once a student is inside the school gates, or in an unauthorised area if a Wren Six student, the following actions will be taken.

Mobile phone or ear/headphones are seen inside the school gates for the first time in the academic year.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The receptionist logs the confiscation & contacts the family to advise that the item can be collected at a time arranged with the student receptionist, by an adult family member only. The student may not collect the phone.
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<p>Mobile phone or ear/headphones are seen inside the school gates for a second time or on further occasions in the academic year.</p>	<p>Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there.</p> <p>The receptionist logs the confiscation & contacts the family to advise that the item can be collected at a time arranged with the student receptionist, by an adult family member only.</p> <p>The relevant Progress Leader will contact the family and may arrange a meeting to discuss the repeated concern and put in place suitable actions and consequences.</p> <p>The student may not collect the phone.</p>
<p>Refusal to hand over mobile phone or ear/headphones to a member of staff or falsely declaring the device to not be theirs.</p>	<p>Families will be contacted and asked to come into school to support and take away their child's mobile phone or ear/headphones.</p> <p>The school will issue a form of exclusion as outlined in our Behaviour Policy.</p>
<p>Recording and/or taking photos or sharing of unauthorised videos and/or images.</p> <p>Such conduct includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sexting (consensual and non-consensual sharing nude or semi-nude images or videos) • Upskirting • Threats of violence or assault • Abusive calls, emails, social media posts or texts directed at someone based on someone's ethnicity, religious beliefs, or sexual orientation 	<p>Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there.</p> <p>The member of staff records the confiscation on CPOMS.</p> <p>Action and sanctions will be determined by the Designated Safeguarding Lead and a member of the Senior Leadership Team in line with school policy. The item will be released to an adult family member following their decision.</p> <p>The school takes such conduct extremely seriously and will involve the police or other agencies as detailed in the school Behaviour Policy.</p> <p>The Wren reserves the right, in cases of Safeguarding or Child Protection, to examine the content of mobile phones and to pass a confiscated phone to, or seek advice from, the police.</p> <p>Only the Principal and / or a Designated Safeguarding Lead are permitted to examine a student's mobile phone.</p> <p>The Wren reserves the right, in issues relating to unauthorised videos or photos, to ask the student responsible to delete these in the presence of an adult family member and/or a representative of the school.</p>

For Wren Six students the same confiscation process and consequence system implies, but for the first two occasions where a mobile phone is confiscated, the student may collect this themselves at the end of the school day. After the second occasion the device must be collected by an adult family member in line with the above actions.

Use of mobile phones by staff

Personal mobile phones

Staff, including volunteers, contractors, and anyone else otherwise engaged by the school, are not permitted to use a mobile phone, make or receive calls, or send texts, during contact time with students, including on duty supervision. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present, such as the staff work areas.

Data protection

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

Staff should refer to the school's data protection policy and ICT acceptable use policy.

Safeguarding

Staff must not give their personal contact details to families or students (current and former), 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 families or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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

Staff may, with permission of the Principal and when a school mobile phone is not available, use their personal mobile phones when supervising residential visits or school trips. 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 student.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

There is no expectation that staff should use their personal mobile for school business. A school mobile phone is available for all staff to use on all off-site trips and visits.

Sanctions

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

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

Use of mobile phones by families, visitors, and volunteers

Families, 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 students, unless it's a public event, 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 students.

Families, 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 school.

Loss, theft, or damage

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 students are travelling to and from school. Students are advised of this in assemblies and families are advised of this through Year Ahead meetings and communication home.

The Wren will not be held responsible for missing or damaged mobile phones whilst on school site and this will not be investigated by the school.

Monitoring and review

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

- Feedback from families and students.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority, or other relevant organisations.