



# Torquay Girls' Grammar School Mobile Phone Policy

Policy Information	
Policy Owner	E Browne
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\*Appendix 1 Version Control Amendments Table

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## 1. Introduction and aims

At Torquay Girls' Grammar School, we recognise that mobile phones, and other smart devices, are an important part of everyday life for students, staff, and the general populace. However, we want to limit student usage of mobile phones in the school environment during school hours to support safeguarding and student wellbeing.

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, trustees, and visitors
- 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
- Potential for lesson disruption
- Misbehaviour linked to mobile phones
- Criminal conduct linked to mobile phones
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles and responsibilities

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.

Emma Browne is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

### **Personal mobile phones**

Staff (including cover supervisors, exam invigilators, volunteers and anyone else otherwise engaged by the school) should avoid making/receiving calls, or texting, during lessons or tutor time.

However, staff may need to make/receive calls or text during lessons or tutor time if there are exceptional circumstances. For example:

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- For emergency contact by their child, or their child's school
- For emergency contact with the GP or other medical professionals
- In the case of acutely ill dependents or family members

Staff should avoid using their personal mobile phones to make/receive calls or text in areas of the school site when pupils are present.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role. The exception to this includes: if staff are using devices in their own time, if their use is not illegal, it will not bring the school into disrepute and it won't have a negative impact on the school network, (e.g. will not use excessive bandwidth).

Virtual Private Networks (VPNs) are not to be used to bypass the school's filtering system. We will monitor the websites visited by pupils, staff, volunteers, Trustees and visitors (where relevant) to ensure they comply with the above.

### **Data protection**

Staff may only use their personal mobile phones to process personal data if they cannot access their school laptop and for specific purposes such as CPOMS, Class Charts, SharePoint or for other specific school-based activities.

More detailed guidance on data protection can be found in the school's Data Protection Policy.

### **Safeguarding**

Staff should ideally use school equipment to take photographs or recordings of pupils and/or pupils' work and check that they have permission from the student. Staff will ensure that they do not post any images or recordings online that identify children who are pupils at the school without their consent.

If staff use their mobile phones to take photographs of pupils, pupils' work or recordings of pupils, as part of a lesson/school trip/school-based activity they must ensure that they have permission from the student. Staff will ensure that they do not post any images or recordings online that identify children who are pupils at the school without their consent.

If staff take pictures of students on personal mobile phones, they have to email the pictures to themselves, and their line manager and then delete the images on the phone the same day.

Staff's social media profiles should not be available to pupils, and staff should not make any efforts to find pupils' or parents' social media profiles. Please see the Online Safety Policy-social media Section for further details. The school will endeavour to ensure that parents and students understand their role in not contacting staff through social media as part of the school's wider acceptable use policy for ICT.

Adults should ensure that all communications are transparent and open to scrutiny. Please be conscious of the fact that ex-pupils may be in contact with current pupils. Professional communication with ex-students from TGGS in a professional capacity is considered acceptable.

### **Using personal mobiles for work purposes**

Staff trip leaders will be provided with a school mobile phone which they will use during day trips and residentials. Trip leaders will ensure that this school mobile number is shared with students.

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In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips including Duke of Edinburgh and Ten Tors
- Supervising residential visits including foreign trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- If a staff member needs to use their personal mobile to call parents/guardians and/or students, they must withhold the number and delete the student and parents' number from their phone history as soon as is practically possible.
- Seek permission if taking pictures or recordings of students, and check that they have consent before posting the images or recordings of pupils. If staff take pictures of students, they have to email the pictures to themselves, and their line manager and delete the images on the phone the same day.
- Refrain from using their personal phones to contact parents unless the member of staff considers there to be an emergency. In all other instances, contact must be made via the school office.

### **Work phones**

Some members of staff 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 policy.

### **Sanctions**

Staff that fail to adhere to the mobile phone policy in relation to safeguarding and the staff code of conduct policy may face disciplinary action.

## **4. Use of mobile phones by pupils**

All pupils are allowed to bring a mobile to school as we recognise that students need to be contacted on journeys to and from school, but they are not allowed to be visible or heard once students enter the school site. Students can use their phones in the school building once the school day has finished.

Pupils are only allowed to use their phones in registration periods and lessons at the direction of the teacher for teaching and learning purposes.

Teachers must not assume that students have mobile phones and should have an alternative option if students are asked to use their phones for educational purposes.

There may be occasions whereby students are given explicit permission to access

their mobile phones for educational purposes and/or as part of their SEN plan but this will be in a supervised area, for example the SEND room.

If a student is seen with their mobile phone during the school day, then the student is not complying with the mobile phone policy. This applies to students who access the study centre before the start of the school day and at the end of the school day.

Students are not allowed to use their mobile phones to call their parents/guardians during the school day. Communication with parents/guardians must be organised by the Head of Year or a member of the school reception team.

All students who need to use their mobile phones for medical reasons will be supported by a member of the pastoral team.

### **School based trips and activities**

Pupils are only permitted to use their mobile phones during activities/trips and visits/educational activities at the discretion of the teacher.

Pupils must adhere to the school's student acceptable use policy for mobile phones during school hours and during school-based trips/activities.

### **Sanctions**

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)).

Sanctions will be applied to students who do not comply with the mobile phone policy, and these are outlined below:

- If a phone is seen or heard during the school day, it will be confiscated by the member of staff who has seen or heard the mobile phone. This will be recorded as a warning on classcharts.
- The mobile phone will be taken to reception where it will be kept until the end of the school day. The student will then collect the phone at the end of the school day.
- If the student's phone is confiscated twice or more in one week then this is referred to the Head of Year and it will become a Level 1 incident of misbehaviour.

#### **Level 1 misbehaviour:**

- If the student's phone is confiscated twice or more in one week then this is referred to the Head of Year and it will become a Level 1 incident of misbehaviour.
- The student will have to hand in the mobile phone that was confiscated to their Head of Year every morning for the next 5 school days.
- The student should not bring a replacement mobile phone into school during this 5-day period.

#### **Level 2 misbehaviour:**

- If a student refuses to hand over their mobile phone, this will be recorded by staff as a Level 2 incident of misbehaviour and the member of staff will alert the Head of Year.
- The student will be issued with an after-school detention and support will be requested from the member of staff who is on call.
- The Head of Year will then meet with the student at the earliest opportunity. This may be during the lesson, a subsequent lesson, or the following day.
- The student will have to hand in the mobile phone that was confiscated to the Head of Year every morning for the next 10 school days.

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- The student should not bring a replacement mobile phone into school during this 10-day period.

### **Level 3 Serious misbehaviour:**

- If a student refuses to hand over their phone to the person on call, this is persistent refusal to follow instructions from staff and there will be a level 3 consequence. This will be recorded as a Level 3 incident of serious misbehaviour with a follow-up sanction.
- The student will have to hand in the mobile phone to the Head of Year every morning for the next 15 school days.
- Parents/guardians will be called into school to discuss further if the student disobeys the instructions of staff.

### **Serious misuse of mobile phones including viewing inappropriate content, criminal conduct and other types of serious misbehaviour linked to mobile phones**

Staff have the power to search pupils' phones, as set out [Searching, screening and confiscation in schools - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Searching_screening_and_confiscation_in_schools_-_GOV.UK.pdf) ([www.gov.uk](https://www.gov.uk))

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If a member of staff suspects that a student's mobile phone contains pornographic images and any inappropriate content, they will confiscate the phone and share this information with the Designated Safeguarding Lead.

The Designated Safeguarding Lead will contact the parents/guardians to discuss the concerns and to come into school to collect the phone.

Other agencies (including the police) may also be involved depending upon the nature of the incident.

The incident will be recorded as Level 3 incident of serious misbehaviour and sanctions applied accordingly.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. This applies to any action that targets both students and staff.

Such conduct includes, but is not limited to:

- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of the protected characteristics for example, someone's ethnicity, religious beliefs, or sexual orientation.
- Using a mobile phone to take photographs or film other students or members of staff without their permission.
- Recording conversations of staff or fellow students without their permission.
- Posting videos, photographs and unpleasant memes of students and staff on social media sites and/or sharing platforms without their consent.
- Deliberating posting videos, photographs and memes which could cause reputational damage to the school and/or school staff and students.
- The school takes such conduct extremely seriously. The school will follow up any instances of alleged criminal conduct which is directed at students and/or school staff.
- Police and/or other agencies will be contacted as appropriate.
- The incident will be shared with the Designated Safeguarding Lead.
- Parents/guardians will be contacted to discuss the incident.

The incident will be recorded as Level 3 incident of serious misbehaviour and sanctions applied accordingly. A member of the safeguarding team, alongside appropriate partnership agencies, will conduct intervention and education bespoke and relevant to the specific incident.

- Depending upon the severity of the incident any Level 3 incident of serious misbehaviour can be escalated by the Headteacher and may result in a fixed term exclusion or permanent exclusion.
- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos) is a criminal offence, but we recognise that students may refrain from reporting experiences of non-consensual images or videos if they believe that they will face a punishment. The school will adopt a supportive approach to this type of incident.
- All students have a page in their planner that signposts how they can access support both in school and outside of school, if they have experienced non-consensual sharing of nude or semi-nude images or videos.
- If a student discloses an incident relating to sharing of nude or semi-nude images or



videos, the Designated Safeguarding Lead will be contacted, and this may lead to other agencies being involved to support the student.

- Parents/guardians may also be contacted to discuss the incident.

### **Public Examinations and Controlled Non-Assessed Examinations.**

Mobile phones should not under any circumstances be used during examinations or controlled non-assessed examinations.

If students are found to have been in possession of a mobile phone during public examinations or controlled non assessed examinations, then the school must follow JCQ regulations and contact the exam board. JCQ regulations detail a loss of aggregation or certification opportunity for students.

## **5. Use of mobile phones by parents and other visitors**

Cover supervisors, exam invigilators, contractors, parents, trustees, visitors and volunteers must adhere to this policy as it relates to staff if they are on the school site during the school day.

- Please do not take pictures or recordings of pupils, staff and/or the school site.
- Please do not use mobile phones when on the school site.

If watching any sports' fixtures, please do not take photographs or recordings of any students and if the sports' fixture is on the school site, please adhere to the school's mobile phone policy.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds

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

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.

Parents must use the school office as the first point of contact if they need to contact their child during the school day. Alternatively, if it is not an emergency, we would ask parents to contact their child's Head of Year via email.

They must not try to contact their child on their personal mobile during the school day.

## **6. Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled/identified as theirs and are stored securely when not in use.

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. Please see the acceptable usage policy for further information.

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.

Confiscated phones will be stored in the school office by the school receptionist in a secure drawer.

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

## 7. Sixth Form Students

Sixth form students may use their mobile phones and earphones in the Sixth Form centre and the library when they are not in lessons. They may also use those devices in their registration rooms before registration, during breaks and lunchtimes. They may not use them in any other area in school, except in those circumstances outlined in section 4.

During registration, lessons and tutorial sessions, students should not use their phone unless the teacher has directed them to use their phones for educational purposes.

If a sixth form student does not comply with the mobile phone policy or engages in serious misconduct and/or misuse in relation to phone usage, then they will face sanctions in line with the rest of the school mobile phone policy.

## 8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact upon pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations
- Feedback from trustees
- Feedback from parents and pupils

### **Links to other policies:**

Safeguarding Policy

Behaviour Policy

Online Safety Policy

Student Acceptable Use Policy

Staff Acceptable Use Policy

Staff Code of Conduct

Anti-bullying Policy

## Appendix 1 – Version Control Amendments

Version No	Date	Summary of Changes