

Mobile Phone Policy



This policy is intended to be read by children, teachers, teaching assistants, parents, governors, inspectors and support staff.

Date Approved: Spring 2 2026

Date of Review: Spring 2 2029

Intent

Our school is committed to safeguarding and promoting the welfare of children. The welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

Responsibility

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, volunteers, committee members, children, young people, parents, carers and visitors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

Child Protection Policy

Anti-Bullying Policy

Behaviour Policy

Whistleblowing Policy

Staff Code of Conduct

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children
- Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms, outside
- Staff should have their phones out of sight during class time
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Staff should speak to the Headteacher or Line Manager who will decide on a case-by-basis whether to allow for special arrangements. For instance:

For emergency contact by their child, hospital, doctors or their child's school

In the case of acutely ill dependents or family members

If staff are quickly checking their phone as a timer for an activity or intervention (not constant checking of the time)

To check the school electronic diary

This will be leaving the phone on volume and stepping outside of the classroom to take the call.

- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff should report any usage of mobile devices that causes them concern

Personal Mobiles - Pupils

We also recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure.

However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

It has therefore been agreed that:

- Pupils may bring mobile phones into school if they are in year 5 and 6
- The phone must be handed in to the class teacher and they place it in a set box or tray in class and the children do not touch these until home time, when the teacher hands the devices back out
- The phone is left at the owner's own risk and school is not responsible for loss or damage
- Phones must not be taken on school trips/visits
- Children are not permitted to bring in any other communication devices, such as smart watches, that could be used to record sound or images, or send or receive messages.

Breaches of the above conditions could lead to the school confiscating the device and withdrawing permission for the child to bring their phone into school. If a device is confiscated it will be held in the school office and will need to be collected by a parent or carer. Staff have the authority to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item. However, it is a criminal offence to create or share explicit images of a child, including when this image is generated by AI, and reports of these images will only be investigated by the Police.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher, Deputy Headteacher and Safeguarding Leads have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.' The DfE guidance allows us to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used for bullying or harassment or cause personal injury.

Volunteers, Visitors and Governors

All Volunteers, visitors and governors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

