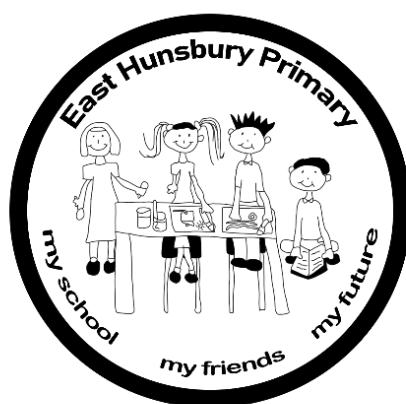


Mobile Phone Policy

2023 - 2025



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Version	Date	Author	Changes
1	16/09/25	KP	Paragraph added pg 5/6
2			
3			
4			

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1. Introduction and aims

At East Hunsbury Primary School, 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 school community.

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 and volunteers;
- support and develop children's learning and understanding of our whole school online safety rules;
- support parents in understanding the issues and risks associated with children's use of digital technologies.

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.

2. Roles and responsibilities

Staff

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.

Ensuring the online safety of the members of our school community requires a whole school approach. This policy has therefore been written in consultation with the following stakeholders:

- Headteacher;
- Safeguarding Link Governor;
- Governing Body;
- Staff;
- Parents/carers;

3. 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 make or receive calls, or send texts, while children are present and during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). If walking to one of these places, mobile phones should not be in use – this includes hours when breakfast or after school clubs are in operation. They must also not be used in corridors or just outside of a classroom.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time, for instance:

- expected emergency contact by their child, or their child's school;
- expected emergency contact for acutely ill dependents or family members.
- The staff members job requires extensive lone working (such as a site manager)
- If using specific apps or programmes and this is agreed prior by school.
- Supervising trips or residential visits

Requests to have access to a mobile phone during times when children are present must be agreed by a member of SLT. If agreed, then any call must be taken away from pupils in designated phone safe areas and the person receiving the call must ensure their class or group is covered by another member of staff before accepting the call. If deemed unnecessary, school staff should use the school office number 01604 677970 as a point of emergency contact.

On school trips, wherever possible, school mobile phones should be used as the method of communication between school, staff and venue. If a school phone is not available for this purpose, then, under prior agreement with SLT and with clear guidance (e.g. for telephoning other

staff on the trip, the venue or school) they may use their personal phones. However, camera technology is not permitted for any reason on personal devices. School iPads must be used.

Any personal phones taken on a trip by staff (unless for essential use for the trip or essential messages to/from school or venue or parents e.g. class dojo) must be kept out of sight. No mobile phone camera technology is to be used on school trips under any circumstances. School iPads must be used for all photographs on trips and where possible a school mobile taken for communication purposes only.

Smart watches

Many smart watches have the same capabilities as mobile phones and allow communication via text and through social media. Teachers, support staff and volunteers who possess a smart watch must adhere to the following guidelines:

1. If your smartwatch is capable of generating a 4G signal or has a camera, then it must be in airplane mode and the camera must not be used whilst children are present or if the member of staff is in a meeting. It should be treated in the same way as a mobile phone.
2. Children/pupils are not allowed to wear a watch that has the capability of generating a 4G signal or Bluetooth technology.

All staff and other volunteers in school will undergo an induction during which safeguarding, including use of camera technology and mobile phones, will be made clear. Members of the public or staff at events, for example, are also not permitted to use mobile phones to photograph children unless authorisation has been provided by the headteacher. On occasions, permission will be granted to allow parents to photo/video their own child e.g. during a school performance, but it will be made clear that it must be their own child, for their personal use and not posted to any social media sites or shared with others.

Data protection

Staff must not use their personal mobile phones to process or access personal data, or any other confidential school information.

Safeguarding

Staff should not provide their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff are not permitted to connect with current pupils through any social media platform including, but not exhaustive of: Facebook, Snapchat, WhatsApp, Instagram.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Exceptions to providing personal contact details may arise if a member of staff has a child at the school and the parent needs to share details for the purpose of out of school activities with their child's friends, for example, birthday parties. Where possible another family member should liaise so the staff members details are not shared.

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 is 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, as previously noted, it may be appropriate/necessary 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.

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 pupil;
- refrain from using their phones to contact parents. If necessary, contact must be made via the school office or use of school mobile phone if available. On occasions, staff may use the Class Dojo app to inform parents of the children's arrival, ETA or departure as necessary.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action in line with NPAT's Code of Conduct and Disciplinary Policy, Procedure and Rules.

We recognise that mobile phones and other internet-enabled devices 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, mobile devices are capable of more than simply helping a child get in touch with parents at the end of the day. Therefore, it is incumbent upon parents to understand the capabilities of the phone/device and the potential use and misuse of those capabilities.

East Hunsbury Primary School, discourages children from bringing mobile phones to school if at all possible and other internet-enabled devices are not permitted, due to the potential negative issues that may arise, for example:

- mobile devices may be lost, stolen or damaged;
- mobile devices can prove a distraction to teaching and learning in school;
- they may provide a means of bullying or intimidating others;
- risks associated with sharing images and with posting digital images on the internet.

At East Hunsbury Primary School (EHPS), we prioritise a safe, focused and inclusive learning environment. For this reason, mobile phones, including SMART phones/watches and any internet-

accessible devices, are not permitted on the school premises. We believe there is no need for children to use mobile phones during the school day and if a child needs to contact home, a trusted adult will support them in doing so via the school office.

We understand that in exceptional circumstances, such as when a child in Year 5 or 6 travels to school independently, a mobile phone may be necessary. In these cases, both the child and their parent/carer must sign our Acceptable Use Policy (please contact the school office if you are unsure about this).

The child's phone must be switched off before entering school grounds, handed directly to the class teacher upon arrival and collected at the end of the day from the class teacher or the school office/Headteacher's office, if attending a club. Phones must remain switched off until the child has left the school grounds. At no point during the school day, should the child use or be in contact with their phone.

If a child fails to follow these procedures—such as keeping the phone on, using it during school hours or not handing it in—consequences will be applied in line with our Behaviour Policy and at the discretion of the teacher. We kindly ask all parents and carers to support us in upholding this policy to ensure the wellbeing and safety of all pupils.

Sanctions

Appropriate sanctions will be actioned for any pupil in breach of rules for mobile/camera usage, or if inappropriate usage is suspected by staff, including confiscation of the device. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). If confiscated, the mobile phone will be held in the school or Headteachers' office and returned at the end of the school day. Inappropriate content or inappropriate use includes, but is not limited to:

- bullying or harassment.
- 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 on the basis of someone's ethnicity, religious beliefs or sexual orientation.

The school takes such conduct extremely seriously and will follow the school's behaviour policy, which may include involving the police or other agencies if deemed appropriate or necessary.

4. Use of mobile phones by parents, volunteers and visitors

Parents, 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 pupils, unless it's a public event (such as a school fair) and

with the authority of the headteacher;

- using any photographs or recordings for personal use only, and not posting on social media without consent;
- not using phones in lessons, or when pupils are present.

Parents, 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.

Parents are permitted to take photographs at events such as sports day or performances with the headteacher's agreement. They are reminded that these should not under any circumstances be published on social media of any kind. Under no circumstances must parents use their phone (for calls, messages, photographs or internet) whilst in the school building. This extends to smart watches and cameras/recording equipment.

Our playground is also a mobile phone/camera technology free zone and we request that all visitors to the site when dropping off/collecting children adhere to this rule for safeguarding reasons.

Visitors to the school must sign in using our electronic system. There is a tick box to confirm that they understand the rules around use of mobile phones in school.

Parents or volunteers supervising school trips or residential visits must not:

- use their phone to contact 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 get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

5. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely as noted above in section 4. Pupils must ensure their phones are turned off at all times whilst on the school premises – this includes the playground.

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.

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.

Parents and children will sign a home-school agreement explaining that the school accepts no responsibility for mobile phones as above. See Appendix 1.

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

6. Monitoring and review

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

- feedback from parents/carers 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.

This policy should be read in conjunction with the following policies:

- [Safeguarding and Child Protection Policy](#)
- [Anti-bullying Policy](#)
- Online Safety & Acceptable Use Policy

APPENDIX 1: PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE TO SCHOOL

East Hunsbury Primary School discourages pupils from bringing a mobile phone to school. However, we understand that there are some occasions where the family may feel that it is necessary. All children who bring a mobile phone to school must complete the permission form below. The school reserves the right to revoke permission if pupils do not abide by the policy or if information comes to light that they are not behaving in a safe, sensible or respectable way.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow to bring [his/her] mobile phone to school because [he/she]:

- walks to and from school alone;
- is not going straight home after school e.g. maybe visiting a friend or parent who does not reside with the child;

By signing this agreement, I agree to abide by the school's policy on the use of mobile phones, and its acceptable use agreement. I know I must hand my mobile phone in on arrival to school and I agree to leave it switched off in my class teacher's cupboard and collect it at the end of the day.

My phone/device shall be turned off whilst on the school site (this includes on the playground and until past the school gates) and clearly labelled to prevent it getting lost. I acknowledge that 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. I also know that if I do not abide by the policy, sanctions and consequences, in line with the school's behaviour policy, will be applied.

Pupil signature: _____

Parent signature : _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

APPENDIX 2: TEMPLATE MOBILE PHONE INFORMATION SLIP FOR VISITORS

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone you may go to the staffroom at an appropriate time.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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