

MOBILE PHONE POLICY



OUR TRUST'S PRAYER

Heavenly Father

Let peace, friendship and love grow in our schools

Send the Holy Spirit to give:

Excellence to our learning

Love to our actions and

Joy to our worship

Guide us to help others

So that we may all

Learn, Love and Achieve, Together with Jesus.

Amen

1. Introduction and aims

At St Helen's CE Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils/students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use while at school.
- Set clear guidelines for the use of mobile phones for pupils/students, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and online safety

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

2.1 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.

The Headteacher is responsible for monitoring the policy, reviewing it (every 2-years as a minimum), and holding staff and pupils/students 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 school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils/students are not present (such as the staffroom).

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:

- For emergency contact by their child, or their child's school

- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0161 775 2935 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 school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Detailed guidance on data protection can be found in our Data Protection Policy, Online Safety Policy and Acceptable Use Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils/students, 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 parents/carers or pupils/students.

Staff must read the school's Communications and Social Media Policy (clause 7.6 Staff Conduct on Social Media Accounts) about connecting with pupils/students and parents/carers over messaging apps and social media.

Staff must not use their mobile phones to take photographs or recordings of pupils/students, their work, or anything else which could identify a pupil/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.

3.4 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

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/students, their work, or anything else which could identify a pupil/student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

3.5 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.

School mobile phones are restricted to the Apps installed by the school. All and any usage may be tracked.

3.6 Sanctions

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

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

4. Use of mobile phones by pupils/students

Students are permitted to bring a mobile phone to in specific circumstances. For instance

- Travelling to school by themselves
- Young carers who need to be contactable

On arrival at school, these must be taken to the school office where they will be stored securely until the end of the school day. Children will have their mobile phones returned to them at the end of the school day.

4.1 Sanctions

In line with the DfE guidance '[Searching, screening and confiscation: advice for schools](#)', the Headteacher and staff authorised by them have a statutory power to search pupils/students property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, violence or bullying. If a mobile phone is confiscated from a pupil, the parent/carer will need to collect the mobile phone at the end of the school day from the headteacher/ assistant headteacher.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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/students, unless it is a public event (such as a school fair), 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 pupils/students

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils/students, their work, or anything else which could identify a pupil/student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils/students using their phones, as set out in section 4 above.

Parents/carers 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.

6. Loss, theft or damage

Pupils/students bringing phones to school, with permission, must ensure that phones are appropriately labelled and are stored securely when not in use in the school office.

Pupils/students 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.

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/students are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location.

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

Appendix A: Pupil/Student Code of Conduct - Use of Mobile Phones

I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has given me written permission to do so.

Appendix B: Permission form allowing a pupil/student to bring their phone to school

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

The school has agreed to allow [pupil/student name] to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer

Pupils/students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Pupil/Student Code of Conduct – Use of Mobile Phones.

The school reserves the right revoke permission if pupils/students don't abide by the policy.

Parent/carer signature: _____

Student signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix C: 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/students are present. If you must use your phone, please speak with a member of the school office team who let you know where you may go to use your phone.
- Do not take photos or recordings of pupils/students (unless it is your own child), or staff.
- Do not use your phone in lessons, or when working with pupils/students

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 along with our Parent/Carer and Visitor/Contractor Acceptable Use Policies.