



Policy for Mobile Phone Use

for Staff, Visitors and Pupils

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Version	Date	Author	Change Description
1.2	04.07.24	K French	Use of smart watches
1.3	02.03.26	H Fisher	Wording & formatting

This policy provides guidance on the appropriate use of personal mobile phones, smartwatches, and other electronic devices (including tablets, iPads, and iPods) by members of staff, visitors, and pupils. It is designed to safeguard students and ensure a productive and focused learning environment. This policy should be read in conjunction with the staff handbook.

1. Visitors

Visitors to the school are requested to:

- Turn their phones to silent upon arrival at reception.
- Refrain from using mobile phones or electronic devices in the presence of students.

2. Staff

Staff use of mobile phones and electronic devices during school hours should be:

- Outside of classroom teaching time or specific student interaction time.
- Discreet and appropriate (e.g., not in the presence of pupils)

Mobile phones should be switched off or silent and stored in a safe place not accessible by staff or children during lesson times.

Where an urgent phone call is expected upon the mobile phone, and the member of staff has cleared this with Management, giving specific details, they may step out of the room to take it. Staff are advised to give the school telephone number to be contacted upon during the school day as an alternative.

Staff may use their mobile phones to check school messages via email. However:

- Phones should not be used during teaching or student interaction time.
- Teachers are not expected to answer emails during class. If there is an urgent need, school staff will make a personal visit.

2.1 School Excursions /Residential Trips

On school excursions or residential trips, staff must carry a mobile phone to ensure full contact with the school in case of an emergency. The phone should remain on the staff member's person and, if appropriate, not be set to silent. Staff must not use the phone for personal reasons, and no photos should be taken of students or activities. Any photos should be taken with a school-issued camera or tablet.

Staff must never contact students or parents using their personal mobile phones or share their personal phone number. Communication with parents or students should always be done through the school phone.

Staff should never send or accept from text or images from colleagues or pupils, that could be viewed as inappropriate. Staff should never allow themselves to be photographed by a pupil.

This guidance should be seen as a safeguard for members of staff to help prevent false allegations.

Staff should understand that failure to comply with this policy is likely to result in the enforcement of our whistleblowing policy and associated procedures.

3. Pupils

The school discourages pupils from bringing mobile phones to school due to potential safeguarding issues. However, the school acknowledges that some parents wish their children to have phones for safety reasons, such as walking to and from school.

3.1 Responsibility for Phones:

Parents and pupils should be aware that mobile phones are valuable and may be lost or stolen. The school cannot accept responsibility for any loss or theft of mobile phones on school premises or during the commute.

3.2 Procedures:

- If a parent wishes their child to bring in a mobile phone, they need to complete the permission form (Appendix 1). With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.
- When a child brings a phone into school it must be left in the classroom at the start of the day and collected at the end of the day. The phone must be switched off when handed to a member of staff on entering the classroom. Phones should be clearly marked so that each pupil knows their own phone. Teachers will lock these away. They are not allowed out during break time.
- Mobile phones should be in a pupil's pocket or bag when arriving or departing from school, they should not be visible on school grounds. The school grounds start at the gate next to the barrier for the car park and the gate opposite the link doors near to the kitchen.
- The school reserves the right to confiscate any phones/Ipods/Ipads that pupils are seen to be using on the school grounds. These will normally be returned by the end of the day unless it has been used in conjunction with one of the actions listed below.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or members of staff, this will be regarded as a serious offence and disciplinary action may be taken according to the school Behaviour Policy.
- If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil's parent in the presence of a senior member of staff. Many phones, especially smart phones, immediately share photos within an iCloud or similar storage facility. Assurance needs to be given by a parent/carer that this is deleted.
- In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.
- Should a pupil be found to be using a phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- Should parents need to contact their child or vice versa, this should be done following the usual school procedures: via the school office.

3.3 School Policy on Smartwatches and Wearable Devices

- Pupils are not allowed to wear smartwatches or similar devices that have the capability to send or receive calls or messages, or take photographs, while on school grounds. These types of devices are considered the same as mobile phones.
- However, fitness trackers such as a Fitbit or similar gadgets that only track steps and monitor physical activity are permitted. These devices are allowed as they support students' health and well-being without distracting from their academic responsibilities.

3.4 Sanctions

- Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.
- As per our behaviour policy pupils will initially receive a verbal warning regarding the use of their mobile phone.

- Following this a second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A message will also be sent to the parent/carer to inform them of the incident.
- On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.
- On the fourth infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present.
- Depending on the nature of the infringement carried out by the pupil the school will withdraw the agreement to allow the pupil to bring the mobile phone to school and further behaviour sanctions may be applied.