

# Michaelchurch Escley Primary and Pre School



## Mobile Phone Policy

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## Contents

1. Introduction and aims .....	2
2. Relevant guidance .....	2
3. Roles and responsibilities .....	3
4. Use of mobile phones by staff .....	3
5. Use of mobile phones by pupils.....	4
6. Use of mobile phones by parents/carers, volunteers and visitors .....	5
7. Loss, theft or damage .....	6
8. Monitoring and review.....	6
9. Appendix 1: [Code of conduct/acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances.....	6
10. Appendix 2: Permission form allowing a pupil to bring their phone to school .....	7
11. Appendix 3: Template mobile phone information slip for visitors .....	7

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## 1. Introduction and aims

At Michaelchurch Escley Primary and Pre School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to safeguarding and behaviour

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

## 4. Use of mobile phones by staff

### 4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present for personal reasons. Use of personal mobile phones for personal reasons must be restricted to non-contact time, and to areas of the school where pupils are not present.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

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

Should there be exceptional circumstances (eg a sick relative) then staff should make the Head teacher aware of this and can have their phone in case of having to receive an emergency call.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

### 4.2 Data protection

More detailed guidance on data protection can be our ICT acceptable use policy.

### 4.3 Safeguarding

As a general rule, staff must not give their personal contact details to **parents/carers**, including connecting through social media and messaging apps.

Staff must never give their personal contact details to **pupils**, including connecting through social media and messaging apps.

Parents/carers should only contact staff through the admin email for school purposes, unless the staff member has permitted direct communication through their school email address.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. See 5.2.1 of ICT and internet acceptable use policy.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. If this is necessary, the phone must still be receiving security updates from the manufacturer. Such circumstances may include, but aren't limited to:

- To issue homework
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Ensure their phone is locked when not in use by pin, password or biometric security
- 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/carers is at all possible. If necessary, contact must be made via the school office

#### **4.5 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.

#### **4.6 Sanctions**

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

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

Pupils should not use their mobile phones during the school day or on school bus services (council or school) to and from school. Pupils are not permitted to have mobile phones on school trips or residential visits.

- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school:-
  - The parent must discuss the issue first with the child's teacher and apply using the form in Appendix 2 or an electronic version.

-The phone must be handed in and switched off, to the teacher or the school office first thing in the morning to be held in the school office during the school day. It should then be collected from there at home time (the phones is left at the owners own risk).

- Mobile phones bought to school without permission will be confiscated and returned at the end of the day. Parents will be notified if this happens.
- If a pupil is found to be using a mobile device in school (including county or school minibus transport), the device will be confiscated and a parent will be contacted and asked to come and collect the phone at the end of the day (or whenever is convenient).
- Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006.

## 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

- If a child brings a smartwatch that connects to the internet away from home and/or takes photos, this will be confiscated. If this is the first occasion, parents will be notified and the watch returned at the end of the day. If a child brings the watch into school again in the same term, a parent will be contacted and asked to come and collect the watch at the end of the day (or whenever is convenient).

## 5.2 Sanctions

The sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

## 6. 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, unless it's at 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

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, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

## 7. Loss, theft or damage

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/Carers will be provided with a copy of the policy
- Confiscated phones will be stored securely in the school office

## 8. Monitoring and review

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

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

## 9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

### **Pupils Code of Conduct for Mobile Phones**

When 'school' is mentioned, it includes all school trips and residential trips.

1. You must have written permission from the school if you bring a mobile phone or similar device into school.
2. If you bring a device in (with permission), it must be switched off and handed into the school office at the start of the school day.
3. If you bring a device into school (with permission) and then use it (including on a council bus or school minibus), this will be confiscated and your parents/carers will have to come into school to collect it.
4. If you bring a device into school without permission, it will be confiscated and your parents notified. The device will be handed back to you at the end of the day.
5. You are not allowed to bring in Smart Watches that can connect to the internet in school or take photos.

## 10. Appendix 2: Permission form allowing a pupil to bring their phone to school



### APPLICATION FOR A CHILD TO BRING A MOBILE PHONE TO SCHOOL

Mobile Phone Permission Application form link:

<https://forms.office.com/e/Nw2zpqbqW>

## 11. Appendix 3: Mobile phone information for visitors

### Use of mobile phones and similar devices 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 school office
- 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.*