

# Mobile Phone Policy

Meanwood Church of England Primary School



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## 1. Introduction and aims

At Meanwood CE 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 the school's other policies, especially those related to child protection 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

## 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 annually, reviewing it, and holding staff and pupils 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. 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). The only permitted area for phones to be used is in the staffroom during breaktime and lunchtime. If you need to have your phone on in emergency situations, please obtain permission from your line manager or Mr Chapman.

There may be circumstances in which it's 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
- For evacuation, lockdown or invacuation procedures
- In the hall, to play music in Collective Worship or PE lessons. This should be playing music downloaded onto their phone rather than using the internet.

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 0113 2755883 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.

More detailed guidance on data protection can be found in the school's data protection policy or ICT acceptable use policy. Please see the school website for these policies.

#### **3.3 Safeguarding**

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

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'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, lockdowns and invacuations
- Supervising off-site trips
- Supervising residential visits (the school mobile phone will be used primarily and used to contact parents).

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 using the school mobile phone or via the school office

### **3.5 Work phones**

There is a work mobile phone stored in the office for work purposes.

Only authorised staff are permitted to use the school phone, 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.

### **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**

Year 5 and 6 pupils are allowed to bring a mobile to school in the following circumstances:

- Travelling to school by themselves
- Young carers who need to be contactable
- Under parent instruction that their child carries a phone

In exceptional circumstances there may be the provision for children in lower year groups to bring a phone to school, however permission needs to be granted from the headteacher. Pupils are allowed to bring phones to school, but not for use. They must be turned off and handed in to the teacher as soon as they arrive in school and they are locked away. Phones will be handed back to pupils at the end of the day. They are to be turned on once outside of the building and off school premises.

Please see acceptable use agreement for mobile phone use (see appendix 1).

### **4.1 Sanctions**

If there is a repeated breach of this policy, staff reserve the right to confiscate a child's phone, under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If a phone is confiscated, parents will be asked to come into school and collect the phone from the school office where they will be stored in a secure location. The use of a mobile phone that does not follow this policy, will result in a behaviour point being given.

- How do the sanctions for mobile phone use link with your school's wider behaviour policy?

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- 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

## **5. 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), 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, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception. Information is found in the visitor's booklet.

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

- Use their phone to make contact with 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.

## **6. Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled/identifiable.

Pupils 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, or while pupils are travelling to and from school.

Lost phones should be returned to Miss Core. The school will then attempt to contact the owner.

## **7. 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 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





## 8. Appendix 1: Code of conduct/acceptable use agreement for pupils

### [Code of conduct/acceptable use agreement]

You must obey the following rules if you bring your mobile phone to school:

1. When entering the school premises, your mobile phone is turned off and put safely in your bag.
2. You may not use your mobile phone during lessons.
3. Phones must be switched off (not just put on 'silent') and handed to a teacher at the start of the day. When returned at the end of the day, they are switched on when you are off school premises.
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
9. Don't use your phone to send or receive anything that may be criminal.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Don't use your phone to view or share indecent images or other harmful content.
13. You must comply with a request by a member of staff to switch off, or turn over, a phone.

Signed..... [child] Date.....

Signed.....[parent/carer]

## 9. Appendix 2: Permission form allowing a pupil to bring their phone to school (Year 4 or below)

Use this form if you don't normally allow pupils to bring their phones to school, but are granting an exception.

It should be signed by parents.

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s)/carer(s) name(s):</b>	

The school has agreed to allow .....to bring their mobile phone to school because:

- Travels to and from school alone
- Is a young carer
- Under parent instruction that their child carries a phone
- Other

.....

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

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

Parent/carers signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

