



Mobile Phone Policy

Date Policy Formally Agreed By Governors:
Date Policy Becomes Effective: 2011
Review Date: 2015, 2019, Addendum 18.05.2020, 2023, 2025
Person Responsible for Implementation and Monitoring: Headteacher

1. Aims

At Keldmarsh Primary School, we recognise that mobile phones, including smart watches, are an important part of everyday life for staff, parents and the wider school community. We also recognise that some pupils have access to a mobile phone and that some parents/carers request that their child bring this to school for before and after school safety and security reasons.

This policy aims to:

- promote safe and responsible phone use
- set clear guidelines for the use of mobile phones for all members of the school community

2. Use of mobile phones by staff

Staff (including volunteers, visitors and contractors on site) are not permitted to use personal devices (including to make or receive calls or send texts) whilst children are present. All staff must ensure that their mobile phones are stored away from their person and set to silent at all times. Whilst the wearing of smart watches is permitted, they should always be set to do not disturb mode to prevent notifications of calls and text messages occurring during directed time.

The use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. The Headteacher will decide on a case-by-case-basis whether to allow for special arrangements to be made in relation to staff having use of their mobile phones. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads are permitted to use their personal mobile phones in school for two factor authentication purposes related to CPOMS but this must not be in the presence of children.

The Headteacher is permitted to use their personal mobile phone for accessing and updating the school Instagram account/Google Classroom at any time. Any images on the Headteacher's phone will be deleted once they have been posted. All other staff are not permitted to use their personal mobile phone to take photos of children except in very exceptional circumstances when permission from the Headteacher has been sought and granted in advance and only for the images to be used on the school's Instagram account or Google Classroom. For Instagram posts, these images will be sent to the Headteacher and then deleted from the staff member's phone immediately. For Google Classroom posts, the staff member must upload them at their earliest possible convenience and then delete them from their phone immediately. Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including accessing their school email address.

Staff of outside agencies, such as those who rent the school facilities to run before and/or after school clubs, are permitted to use their phones for use as a management resource, e.g. for the purposes of taking online

registers once agreed with the Headteacher. If they wish to use their phones to take images, they must have sought consent directly with parents as part of their booking terms and agreement.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to: emergency evacuations, supervising off-site trips and supervising residential visits. In these circumstances, staff will:

- use their mobile phones in an appropriate and professional manner, in line with the staff code of conduct
- not use their mobile phones to contact parents. If necessary, contact must be made via the school office. The exception to this is when staff need to contact a parent who has either not arrived to collect a child from an event outside of school at the pre-agreed time, or in case of an emergency involving their child. In this event, staff will need to ensure they withhold their number.

3. Use of mobile phones by parents/carers

Parents/Carers must adhere to this policy if they are on the school grounds during the school day. They will be informed of the rules for mobile phone use when they sign in or attend a public event at school. This means:

- not using phones when working with pupils
- not taking photographs/recordings of pupils, unless it's a public event where permission is granted by the school and only then should this be of their own child
- using any photographs/recordings for personal use only, and not posting on social media channels
- not using their mobile phone to make contact with other parents or to take photos or recordings of pupils whilst supporting on an educational visit

4. Use of mobile phones by pupils

Pupils in Year 6 are allowed to bring a phone to school when they walk to school without adult supervision. In exceptional circumstances and with prior agreement from the Headteacher, pupils in Year 5 can be authorised to have a phone at school. Pupils are not permitted to take a mobile phone on educational visits including residential. Pupils are not permitted to wear smartwatches on the school grounds or when on an educational visit, including residential. Those children who do bring a phone to school may do so only in compliance with the guidelines on the Mobile Phone Permission Slip (Appendix 1) prior to the phone coming into school.

5. Sanctions

Searching and Confiscation is conducted in line with [DfE Guidance](#). Staff may examine any data or files on an electronic device they have confiscated as a result of a search if there is good reason to do so. Schools are permitted to confiscate phones under sections 91 and 94 of the Education and Inspections Act 2006.

If a pupil is found with a mobile phone during the school day, it will be taken from them and placed in the office. Parents will be contacted to collect the phone. If images of other children or staff are suspected to have been taken, the phone will not be returned until an appropriate person has removed them. If persistent misuse occurs, a pupil may be banned from bringing a mobile phone onto the school grounds.

6. Loss, Damage or Theft

The school accepts no responsibility for pupils's mobile phones that are lost, damaged or stolen on school grounds or while pupils are travelling to and from school. Once the mobile phones have been placed in the class box, the administration staff will lock them away securely. The class box will be collected at the end of the school day. Any mobile phones which are not taken from the box will be returned to the school office and locked away until the next school day. The school accepts no responsibility for staff and parents personal phones whilst on the school grounds or on educational visits, including residential.

7. Policy Review

This policy is reviewed and updated regularly to meet the changing needs of the school and in light of any new initiatives. The last review took place in January 2025.

Appendix 1

Mobile Phone Permission Slip

I give permission for my child..... to bring a mobile phone to school, as they travel to and from school on their own.

I can confirm that I agree with and have shared the following with my child:

My child's phone will be:

- clearly labelled with the child's name
- switched off immediately when the pupil enters the school grounds
- placed in the class box on entry into the classroom
- locked away in the school office until the end of the school day
- locked away in the school office overnight if not taken from the class box at the end of the school day
- switched on at the end of the day once the pupil leaves the school grounds
- not used to take photographs of others without consent on the way to/from school

I confirm that I will add the contact details of Keldmarsh Primary School into my child's mobile phone contacts and I have included my child's mobile phone number below to ensure my child or the school is contactable in case of an emergency on their way to and from school.

Name.....Signed.....

Date

My child's mobile phone
number.....