



# 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

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## 1. Introduction and aims

At Halewood Church of England 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.

### 2.2 Governors

This policy will be reviewed and approved by governors annually.

## 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

**Commented [AT1]:** When working on this section, please consider the wording in our Online Safety Policy to ensure consistency:

- **All staff who work directly with children** should leave their mobile phones on silent and only use them in private staff areas during school hours. See also the 'Digital images and video' section of this document and the school data protection policies. Child/staff data should never be downloaded onto a private phone. If a staff member is expecting an important personal call when teaching or otherwise on duty, they may leave their phone with the school office to answer on their behalf or ask for the message to be left with the school office.
- **Volunteers, contractors, governors** should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

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 (0151 487 5673) 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. In circumstances where school devices are not available and Dojo messages are needed (such as informing parents that a class are on the way back from a trip), personal phones can be used.

### 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

**Commented [AT2]:** When working on this section, please consider the wording in our Online Safety Policy (Digital Images and Video section)

All staff are governed by their contract of employment and the school's Acceptable Use Policy, which covers the use of mobile phones/personal equipment for taking pictures of pupils/students, and where these are stored. At our school, members of staff may occasionally (i.e. only when school devices are temporarily not available or there are insufficient devices) use personal phones to capture photos or videos of pupils/students, but these will be appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation, and always moved to school storage as soon as possible, after which they are deleted from personal devices or cloud services.

Photos are stored on the school network in line with the retention schedule and the school Data Protection Policy.

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

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

Pupils in Years 5 and 6 may bring a phone to school to enable them to contact parents after school in relation to transport purposes. These must be handed to the class teacher and the start of the day and will be stored securely and safely in a phone box in the stock cupboard. They must be switched off at all times.

If in any circumstances a pupil uses a phone during the school day, the phone will be confiscated (in line with sections 91 and 94 of the Education and Inspection Act 2006) and parents informed immediately.

Staff have the power to search pupils'/students' phones as set out in the DFE's Guidance on searching, screening and confiscation. The DFE guidance allows schools to search a pupils'/students' phone if there is reason to believe that the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

**Commented [AT3]:** When working on this section, please refer to our Online Safety Policy and ensure wording consistent wording:

#### Personal devices including wearable technology and bring your own device (BYOD)

•Pupils/students [ in which year group if different ] [are not allowed to bring mobile phones to school] OR [are allowed to bring mobile phones to school for emergency use only but not when moving around the school buildings]. Smartwatches are not allowed in our school. During lessons, phones must remain turned off at all times, unless the teacher has given express permission as part of the lesson. Any attempt to use a phone in lessons without permission or to take illicit photographs or videos will lead to the withdrawal of mobile privileges. Important messages and phone calls to or from parents can be made at the school office, which will also pass on messages from parents to pupils/students in emergencies.

Our KS3/4 Student Acceptable Use Policy states:

I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely. School's online safety policy provides further information about personal devices (including wearable devices) and can be found on the school website.

I will not film fights or anything where someone is upset or angry – I will either help or get help.

Our KS2 Pupil Acceptable Use Policy states:

I ask permission – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.

I don't take photos or videos of people without them knowing or agreeing to it – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

Our KS1 Pupil Acceptable Use Policy states:

I only USE devices or apps, sites or games if I am allowed to

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/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 must ensure that phones are appropriately labelled and are stored securely when not in use.

**Commented [AT4]:** When working on this section, please consider what our Online Safety Policy says:

### Digital Images and Videos section:

Staff and parents are reminded annually about the importance of not sharing without permission, due to reasons of child protection (e.g. looked-after children often have restrictions for their own protection), data protection, religious or cultural reasons, or simply for reasons of personal privacy. Further detail on this can be found in the Data Protection Policy.

### Personal devices including wearable technology and bring your own device (BYOD)

Parents/Carers are asked to leave their phones in their pockets and turned off when they are on site. They should ask permission before taking any photos, e.g. of displays in corridors or classrooms, and avoid capturing other children. When at school events, please refer to the Digital images and video section of this document. Parents are asked not to call pupils/students on their mobile phones during the school day; urgent messages can be passed via the school office.

Volunteers, contractors, governors should leave their phones in their pockets and turned off. Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member staff.

### ACCEPTABLE USE POLICIES:

*Our Contractor Acceptable Use Policy states:*

*I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.*

*Our Parent/Carer Acceptable Use Policy states:*

*I will follow the "Images and Videos" section within the school's Data Protection Policy which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form (Note: consent for d...*

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 securely in the school office.

Lost phones should be returned to the school office. 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 on pupils'/students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

### Review Schedule

Policy Author	Operations Lead and Data Protection Officer
Policy Approver	Trust Corporate Services Director
Current Policy Version	1.1
Policy Effective From	22.03.2026
Policy Review Date	By 21.03.2028

### Revision Schedule

Version	Revisions	By whom
1.1	Reviewed with no changes	DPO


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

Adapt this code of conduct to reflect your school's approach as set out in section 4. You may also need to adapt the language to suit the age of your pupils/students.

If your school has rules around using mobile phones to access generative artificial intelligence (AI) chatbots such as ChatGPT and Google Bard, include them below.

If you don't allow mobile phones in school, you can delete this section, or simplify it to say something like:

"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."

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils/students.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils/students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils/students or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test

room. Bringing a phone into the test room can result in your exam being declared invalid.

## Appendix B: Permission form for pupils/students to use mobile phones during lessons

Use this form if you normally allow pupils/students to bring their phones to school, but not to use them during lessons.

You may wish to get these forms counter-signed by a member of the senior leadership team, and to send a copy home with parents/carers.

### PUPIL/STUDENT AND LESSON DETAILS

<b>Pupil/Student name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

### PURPOSE

Staff should fill out this box explaining how the phones will be used during the lesson

### Pupil/Student agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's Pupil/Student Code of Conduct on the use of mobile phones still applies.

Pupil/Student signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

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

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

It should be signed by parents/carers. In secondary schools, it may also be appropriate to get students to sign.

### PUPIL/STUDENT DETAILS

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

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

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

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

<b>Authorised by:</b>	
<b>Date:</b>	

## **Appendix D: Template mobile phone information slip for visitors**

**Print out copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 5 of this policy.**

### **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.

**[THIS CHECKLIST DOES NOT FORM PART OF THE POLICY – PLEASE PRINT OR SAVE AS A SEPARATE DOCUMENT AND THEN REMOVE]**

### MOBILE PHONE POLICY - CHECKLIST

WHAT TO INCLUDE	TIPS
<input type="checkbox"/> Why you have this policy	<p>It can be helpful to explain to pupils/students, staff and parents/carers why you have a policy on mobile phones.</p> <p>Think about:</p> <ul style="list-style-type: none"> <li>• Behaviour incidents related to mobile phone use</li> <li>• Parents/carers’ expectations around their children having access to mobiles</li> <li>• How you want staff, and others, to model appropriate phone use</li> <li>• How you use technology in the classroom</li> <li>• Safeguarding</li> <li>• Data protection</li> </ul>
<input type="checkbox"/> Roles and responsibilities	<p>Explain who’s responsible for implementing and monitoring your policy.</p> <p>If governors are involved, explain how.</p>
<input type="checkbox"/> Mobile phone use by staff	<p>There are no set rules. It’s up to you to decide on the approach that works best for your school.</p> <p>Set out how you expect staff to use, or not use, personal mobile phones around pupils/students.</p> <p>Explain that staff shouldn’t use their phones to take photos or recordings of pupils/students, their work, or anything else which could identify them.</p> <p>When developing your policy, consider:</p> <ul style="list-style-type: none"> <li>• The age and ability of your pupils/students</li> <li>• How you want staff to model appropriate phone use</li> <li>• Safeguarding and data protection considerations. For instance, that staff must not share their personal details with parents/carers or pupils/students, or enter personal data into generative AI chatbots such as ChatGPT</li> <li>• Situations in which staff having access to a mobile phone may be necessary or appropriate. For instance, if:             <ul style="list-style-type: none"> <li>○ They care for vulnerable dependents (such as very young babies or elderly/infirm relatives)</li> <li>○ Their job requires extensive lone working (such as a site manager)</li> <li>○ They’re required to use certain apps or programmes</li> <li>○ They’re supervising trips or residential visits</li> </ul> </li> <li>• Sanctions for misuse of mobile phones (linked to the staff code of conduct and your staff disciplinary policy)</li> </ul> <p>If a member of staff’s role requires use of a phone, try to provide one (rather than have staff use their personal mobiles).</p>

	<p>If this isn't possible, set clear guidelines in your policy for how phones can be used in these situations.</p> <p>If you provide mobile phones to staff for their job, set out the expectations for how these will be used.</p>
<input type="checkbox"/> Use of mobile phones by pupils/students	<p>Set out if, and how, pupils/students are allowed to use mobile phones at school.</p> <p>When developing your policy, consider:</p> <ul style="list-style-type: none"> <li>• The age and maturity level of your pupils/students</li> <li>• Parents/carers' expectations. For instance, do they want their children to have one as they travel to and from school?</li> <li>• Are there certain groups of pupils/students (such as young carers) that may need access to a mobile?</li> <li>• Any trends in behaviour incidents or safeguarding information that may increase the risk of allowing phones in school</li> <li>• If you allow pupils/students to bring phones to school:             <ul style="list-style-type: none"> <li>◦ Are they allowed to use them during the school day?</li> <li>◦ Where do you expect pupils/students to store them?</li> </ul> </li> <li>• If you allow pupils/students to use their phones during the school day:             <ul style="list-style-type: none"> <li>◦ When is this allowed? For instance: only during break times</li> <li>◦ How are they allowed to use them? For instance: no phone calls or messaging, only for games, etc.</li> </ul> </li> <li>• How will you enforce your policy? For example, allowing pupils/students to use their phones, but not use social media sites, would be difficult to enforce.</li> </ul> <p>Make a clear link between your mobile phone policy and your behaviour policies and online safety policy, and set clear sanctions for not adhering to the policy. Ensure all policies give a consistent message.</p>
<input type="checkbox"/> Use of mobile phones by parents/carers, volunteers, and visitors	<p>Explain whether parents/carers, volunteers and visitors are allowed to use their phones on the school site.</p> <p>Volunteers working with pupils/students are usually required to abide by the rules set for staff.</p> <p>Consider specific situations such as:</p> <ul style="list-style-type: none"> <li>• Parents/carers supervising school trips</li> <li>• Contractors working on the school site</li> </ul>
<input type="checkbox"/> Loss, theft or damage	<p>Make it clear that the school does not take responsibility for phones that are lost, stolen or damaged.</p> <p>Explain how you make the disclaimer clear to everyone (for instance, by posting it in the school office or including it in your code of conduct).</p> <p>Include advice on keeping phones secure.</p> <p>Explain how people can turn in lost phones.</p>

□ Monitoring and review	Explain how often the policy will be reviewed, and how its impact will be monitored. For instance, through: <ul style="list-style-type: none"><li>• Regular parent/carer and pupil/student feedback</li><li>• Feedback from teachers</li><li>• Reviewing records of behaviour incidents</li></ul>
□ Code of conduct – Mobile Phone Use (pupils/students)	If you allow pupils/students to bring mobile phones to school, or to use them, include a detailed code of conduct. Your code of conduct must reflect what your policy states about pupils'/students' use of mobile phones.