



Woodlea Primary School Policy for use of Mobile Phones

Reviewed by	Headteacher
Reviewed in	Autumn Term 1 2024
Status & Review Cycle	Every 2 years
Next Review date	Autumn Term 2 2026

Introduction

At Woodlea 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

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](#).

Roles and responsibilities

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 every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while during contact time.

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).

Personal mobile phones should not be used to contact parents or children.

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:

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

Staff will need to inform the headteacher. 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 (01883 652358) as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

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.

For safeguarding security access, the use of the CPOMs Authenticator on personal mobile phone is permitted to grant access to CPOMs for those required. No personal information can be accessed from this app.

Using personal mobiles for work purposes

In some unplanned 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 (where the school phone is inaccessible/unavailable)
- Supervising residential visits
- Authenticating their use of Office 365

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 via the school office or on a school mobile. However, if it is an emergency and the school office is not available as staff are off-site and the school phone is inaccessible, then staff may use their personal phones, but enter 141 to hide their number from parents/carers.

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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupil phones are not allowed to be used during the school day.
- Pupils are only allowed to bring mobile phones into school if they are walking to or from school without parents (Year 6). Permission must be sought ([See appendix I](#)).
- The phone must be switched off when entering the school grounds
- The phone must be placed in the class mobile phone box at the start of the day.
- The phone is left at the owner's own risk and school is not responsible for loss or damage
- Phones should not be taken on school trips/visits
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher/DSL does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.'

In cases of misuse of mobile phones, 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 the school to search a pupil's phone if we 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 involving mobile phones 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)
- Up-skirting
- 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

Use of smartwatches by pupils

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.

As a school we recognise that many smart watch fitness devices which record steps are increasingly popular. However, some devices can be set up to connect to the internet, take photographs or text, independent of a phone. These devices can also cause distractions.

Smart watches should not be worn in school.

If pupils are seen wearing a smart watch, they will be asked to remove them and it will be stored in the school office where it can be collected by the parent at an appropriate time.

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 or attend a public event at school.

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 the above sections.

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.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

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 (inc. smartwatches) 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.

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

Dear Parents/Carers

Mobile Phones and Smart Watches

Children should only bring their mobile phones into school if they are walking to school alone or walking home alone and they need to have them in case of an emergency. If your child fits the above criteria, could you please sign and return the slip below to indicate that due to safety reasons you wish your child to bring a phone into school.

Please note that your child will need to switch their mobile phone off completely before entering the school grounds and this must be placed in the class mobile phone box at the start of the day. The phones will be kept locked away in the classroom cupboard, to ensure that they are kept safe and will avoid them being lost or damaged. Please note the phone is left at the owner's own risk and the school is not responsible for loss or damage. Please see our Mobile Phone Policy on our school website and an extract on the reverse of this letter for your reference.

Please note that Smart Watches are not permitted in school and will be confiscated and kept in the school office where they can be collected at an appropriate time.

Yours sincerely



Mrs N Gambier
Headteacher

Return to the School Office

MOBILE PHONE PERMISSION

I wish my child _____ in year _____ at Woodlea Primary School, to have their mobile phone in school. I understand that it needs to be handed in at the beginning of the day and switched off whilst on the school grounds. I understand that mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. I also understand that should my child misuse their phone, the school will withdraw permission for them to bring it in.

Parent _____ Signature _____ Print
Name _____ Dated _____

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