

# Mobile Phone Policy



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## Version Control

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*Developing the roots to grow and wings to fly*

## 1. Introduction and aims

Chadsmead Academy is committed to creating a calm, safe and focused learning environment. To support this, the school operates a *mobile phone-free environment by default*: pupils must not use or access mobile phones or similar personal devices *throughout the school day*, including during lessons, between lessons, breaktimes and lunchtime, unless an agreed exception applies.

### Definitions

For the purpose of this policy, **mobile phones** include any personal device capable of sending or receiving calls or messages, accessing the internet, or recording audio/video (e.g. tablets, smartwatches with communication functions).

## 2. Relevant guidance

This policy has been updated in line with the Department for Education's *non-statutory guidance on mobile phones in schools* and *behaviour in schools*. It should be read alongside the school's Behaviour and Restorative Relationships Policy and the statutory safeguarding guidance *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 overseeing the implementation of this policy and ensuring it is reviewed in line with the school's review cycle.

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

### 3.2 School Standards Committee

Governors are involved in reviewing the policy.

## 4. Use of mobile phones by staff

The Department for Education's *non-statutory guidance on mobile phones in schools* states that staff should not use personal mobile phones in the presence of pupils during the school day. At Chadsmead Primary Academy, staff are expected to model positive behaviour by limiting personal mobile phone use to non-pupil areas and outside of pupil-facing time, except where required for professional duties or in an emergency.

### 4.1 Use of mobile phones by staff

Staff should not use personal mobile phones to make or receive calls, or send texts, during contact time or in the presence of pupils. Personal mobile phone use must be restricted to non-contact time and to areas of the school where pupils are not present.

Staff will store their mobile phones securely in a stock cupboard, office or locker. Phones should not be visible and must be switched off or set to silent during the school day.

Peripatetic staff (such as sports coaches and music teachers) may leave their personal mobile devices with their belongings in an agreed secure location.

Personal mobile phones may be used on the wider school site after the end of the school day, provided staff are not in contact with pupils.

There may be exceptional circumstances where it is appropriate for a member of staff to have access to their personal mobile phone during contact time. Any such arrangements will be agreed on a case-by-case basis by the headteacher.

Where no special arrangements are in place, staff may use the school office number (01543 421850) as a point of emergency contact.

## **4.2 Data protection**

Staff must not use personal mobile phones to process, store, transmit or access personal data or any other confidential school information. This includes, but is not limited to, pupil records, assessment information, safeguarding information, staff data, or internal school communications.

## **4.3 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.

A pupil may want to show staff content from their phone, that they wish to report. However, school staff will not direct children to share evidence on any devices. Staff will not ask to see content of a pupil's phone.

Any safeguarding concerns should be reported immediately in line with the school's safeguarding and child protection procedures.

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

In limited and exceptional circumstances, it may be necessary for staff to use personal mobile phones for specific work-related purposes. Such circumstances may include, but are not limited to:

- use of multi-factor authentication for school systems
- emergency situations, including evacuations
- supervising off-site educational visits
- supervising residential visits

Wherever possible, the school will provide a school mobile phone for use on trips and residential visits. Staff should not routinely share personal mobile phone numbers with pupils or parents/carers.

Where personal mobile phones are used for work-related purposes, staff must:

- use their mobile phones in an appropriate and professional manner, in line with the Staff Code of Conduct
- not use personal devices to take photographs, videos or recordings of pupils, their work, or anything that could identify a pupil
- refrain from using personal mobile phones to contact parents or carers; where contact is necessary, this should be made via the school office or using a school-provided mobile phone

Any use of personal mobile phones for work purposes must be proportionate, necessary and in line with safeguarding and data protection requirements.

#### **4.5 Work phones**

The site manager/caretaker has access to a work mobile phone, which remains on site. This device may be used to take photographs relating to their job role and must never be used to photograph staff or pupils. Any images taken must be stored and managed in line with the school's data protection procedures.

It may be necessary for calls to be made from this phone on the school grounds. All calls must be professional in nature and related to school business.

The school has two mobile phones available for general staff use. These are kept in the school office and are taken on school trips where required.

School mobile phones may also be used for making or receiving calls with other professionals and stakeholders (including governors and parents/carers) when the school landline is unavailable.

Staff must ensure that all communication and conduct linked to the use of school mobile phones is appropriate and professional at all times, in line with the Staff Code of Conduct.

#### **4.6 Sanctions**

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

See the school's staff disciplinary policy for more information.

### **5. Use of mobile phones by pupils (Years 5 & 6)**

Year 5 and Year 6 pupils may bring a mobile phone to school with permission. Mobile phones must be switched off and placed in the designated classroom storage at the start of the school day and must not be used, accessed or visible at any time during the school day or while on the school grounds.

Pupils must not use mobile phones to take photographs or recordings of staff or pupils on school grounds, or of other pupils when travelling to and from school without consent.

Mobile phones are brought into school at the owner's risk. Where the expectations of this policy are not followed, parents/carers will be informed and the school may withdraw permission for the pupil to bring a mobile phone to school.

Parents/carers are informed of these expectations at the start of each academic year and are asked to support the school in reinforcing them with their child.

Exceptions may be granted for pupils with specific medical needs (for example diabetic blood sugar monitoring). These must be approved by headteacher and recorded in the child's healthcare plan. All exceptions will be reviewed regularly.

#### **5.1 Sanctions**

Breaches of this policy will be managed in line with the school's Behaviour and Restorative Relationships Policy. Sanctions may include confiscation of the device, contact with parents/carers, and withdrawal of permission to bring a mobile phone to school.

Where a device is confiscated, this will be reasonable and proportionate and carried out in accordance with the Department for Education's *Searching, Screening and Confiscation* guidance.

Devices will be returned to the parent following a meeting to discuss the child's behaviour.

## 5.2 Use of smartwatches and other wearable devices by pupils

The Department for Education's non-statutory guidance on mobile phones makes clear that the term *mobile phones* can include other devices with communication or smart technology, where schools choose to do so. At Chadsmead Primary Academy, this includes smartwatches and other wearable devices that have communication, recording or internet access functionality.

To maintain a calm, safe and distraction-free learning environment, smartwatches and other wearable smart devices are not permitted to be worn by pupils in school. These devices are often expensive, easily damaged and may have communication or recording functions that are not appropriate for use during the school day.

Pupils are encouraged to wear simple analogue watches for the purpose of telling the time. Analogue watches must not have smart technology or communication functions.

Any smart device brought to school in breach of this policy will be removed and returned to parents/carers.

## 6. Use of mobile phones by parents/carers, volunteers and visitors

Parents, visitors and volunteers must adhere to this policy if they are on the school site during the school day. 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.

This means:

- not taking photographs or recordings of pupils
- not using mobile phones when on the school grounds **during the school day** (*this does not include incidental use outside the glass corridor at the start or end of the school day*).

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

- use their mobile phone to make contact with other parents/carers
- take photographs 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 expectations for pupil mobile phone use, as set out in this policy.

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 and must not attempt to contact their child on a personal mobile phone during this time.

## 7. Use of mobile phones by contractors

Contractors must adhere to this policy while on the school site during the school day. Contractors will be informed of the expectations for mobile phone use when signing in at reception.

This means that contractors must:

- not use personal mobile phones in areas where pupils are present, except where necessary for work-related or emergency purposes
- not take photographs, videos or audio recordings of pupils or staff at any time

This applies to maintenance contractors who move around the school site and project contractors who have a designated working area.

Contractors who do not hold an appropriate DBS certificate will be accompanied at all times while on site. The accompanying member of staff is responsible for ensuring that the contractor adheres to the school's mobile phone expectations.

## 7. Security and responsibility for mobile phones

Pupils who bring a mobile phone to school must ensure that the device is **clearly labelled** and stored securely in line with this policy. Pupils are responsible for securing their phones as much as possible, including using passwords or PIN codes to protect access to the phone's functions.

Staff must also ensure that personal mobile phones and any school-issued mobile devices are appropriately secured. Failure to do so may result in a data protection breach.

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 and pupils are made aware of this disclaimer through this policy and related communications.

Where mobile phones are confiscated, they will be stored securely in the school office and returned in line with the school's Behaviour and Restorative Relationships Policy.

Any mobile phone found on the school site should be handed to the school office or a member of staff. The school will then take reasonable steps to identify and contact the owner.

## 8. Monitoring and review

The school will monitor the implementation and impact of this policy to ensure it supports pupils' education, behaviour, wellbeing and safeguarding. The policy will be reviewed regularly and updated where necessary.

In reviewing this policy, the school will consider:

- feedback from pupils, parents/carers and staff
- behaviour, safeguarding and incident records
- relevant guidance and advice from the Department for Education, the local authority and other appropriate bodies

Any concerns relating to this policy should be raised promptly with the Headteacher or another appropriate member of the senior leadership team.

## 9. Appendix 1: Letter to parents/carers of Y5/6 pupils regarding pupil mobile phones

Pupils in Year 5 and Year 6 may bring a mobile phone to school with permission. (The school accepts no responsibility for any mobile phones brought onto the premises by pupils, and these are brought at the owner's risk. ). Any pupil who brings a mobile phone to school must follow the school's Mobile Phone Policy at all times. The school reserves the right to withdraw permission if pupils do not comply with the policy.

The following rules apply:

1. Mobile phones must not be used, accessed or visible during the school day or while on the school grounds.
2. Mobile phones must be switched off and placed in the designated classroom storage box at the start of the school day.
3. Pupils are responsible for ensuring that their mobile phone is clearly labelled and kept secure.
4. Mobile phones must not be used to take photographs, videos or audio recordings of staff or pupils on school grounds.
5. Mobile phones must not be used to take photographs, videos or audio recordings of other pupils when travelling to and from school without consent.
6. If a pupil is found using a mobile phone in breach of these rules, parents/carers will be contacted, and the school may withdraw permission for the pupil to bring a mobile phone to school.

We ask parents/carers to discuss these expectations with their child and support the school in reinforcing them.