

# MOBILE PHONE POLICY



**School:** Glazebury CE Primary School

**Policy Author:** Operations Lead and Data Protection Officer

**Policy Approver:** Trust Corporate Services Director

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## 1. Introduction and aims

At Glazebury CE Primary School we recognise that mobile phones and smart devices are an established part of everyday life for pupils, parents/carers, staff, and the wider community. This policy promotes safe, responsible use; sets clear expectations for pupils, staff, parents/carers and volunteers; and supports safeguarding, behaviour and online safety policies. It addresses risks around child protection, data protection, lesson disruption, theft/loss/damage, and misuse of technology on school premises.

## 2. Roles and responsibilities

### 2.1 Staff

All staff (teaching, support and supply) are responsible for enforcing this policy. Volunteers and other adults working with the school must inform a staff member if they observe a breach. The Headteacher monitors and reviews the policy at least every two years and ensures compliance.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

- Staff must not carry personal mobile phones on their person during working hours (including before/after school clubs).
- Phones must be kept securely out of sight (e.g., in a handbag or cupboard).
- In exceptional circumstances (e.g., family emergencies), the Headteacher may authorise temporary use.
- Phones may be used during break times only in staff areas where no children are present.

Agreed exceptions:

**Maintenance Officer (DL):**

May carry phone for health reasons under the following conditions:

- Stored securely in pocket
- Locked screen and silent mode
- HT, SBM and school landline stored as priority contacts
- Used only for emergencies

**School Business Manager:**

May keep phone on silent on desk for emergency operational use (e.g., lockdown/fire evacuation/power failure).

- Staff must provide the school office number (01925 949 404) as emergency contact for their families.
- Staff remain responsible for their own property.

### 3.2 Data protection

Staff must not use personal mobile phones to process personal or confidential data, including entering data into AI tools. Refer to the school's Data Protection, Online Safety and Acceptable Use Policies.

### 3.3 Safeguarding

- Do not share personal contact details with pupils or parents/carers.
- Do not connect with parents or pupils on personal social media or messaging apps.
- Do not use personal phones to take photos, videos or recordings of children or their work.
- If two-factor authentication linked to a phone is required for CPOMS, the Headteacher will keep a register of authorised devices.

### 3.4 Using personal mobiles for work purposes

In limited circumstances (e.g., emergency evacuation, school trips, residential), staff may use personal phones as follows:

- Trip leaders may carry a personal phone (approved and risk assessed).
- Other staff phones must remain in bags and out of children's sight.
- School iPads/cameras should be used for all photos.
- Photos must be deleted in view of a senior leader after upload where required.

### 3.5 Work phones

- Issued only to authorised staff for work purposes.
- Communication must be professional and appropriate at all times.

- Apps are restricted to those installed by school; usage may be monitored.

### **3.6 Sanctions**

Failure to follow this policy may result in disciplinary action under the school's disciplinary procedure.

## **4. Use of mobile phones by pupils**

Pupils are not permitted to bring mobile phones to school unless authorised by the Headteacher for a specific reason (e.g., walking home alone, caring responsibilities). Where permission is granted:

- Parents/carers must sign the Mobile Phone Parental Consent Form (Appendix A).
- Phones must be handed to the class teacher at morning drop-off.
- Phones will be stored securely and returned at the end of the day.
- Phones must remain switched off on the school site.
- The school accepts no responsibility for loss or damage.

### **4.1 Sanctions**

If a pupil breaches the policy, the phone will be confiscated and stored in the office until the end of the day; parents may be required to collect it and reapply for permission. Staff may search a phone if there is reasonable suspicion it contains prohibited content or evidence of an offence. Two staff will be present for any search and police/safeguarding agencies will be informed where required.

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

- Signs will state that mobile phones must not be used in school buildings or areas where children are present.
- Visitors using phones will be directed to the office or outside the gates.
- At public events (assemblies, performances, sports day), recording is limited to own child unless full parental consent is granted; images must not be uploaded to social media.
- Parents and volunteers on trips must not contact other parents using their phone or take photos/videos of pupils other than their own child where authorised.
- Parents must contact the school office if they need to reach their child during the school day.

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

Phones brought to school must be clearly labelled. The school accepts no responsibility for loss, theft or damage on school premises, during trips, or on transport. Lost phones handed in will be returned via the school office.

## 7. Monitoring and review

The school will monitor the impact of this policy through:

- Feedback from pupils and parents/carers
- Staff feedback
- Behaviour and safeguarding records
- Current DfE and local authority guidance

Review cycle: Every 2 years. Next review due: 21 March 2026.

## Appendix A: Mobile Phone Parental Consent Form

- In accordance with our mobile phone policy, if your child brings a mobile phone to school on a regular basis, please sign below to give your permission and remind them of our policy.
- Phones and smart watches (e.g., Apple Watch) must be handed to the class teacher each morning, stored securely during the day, and returned at home time.
- The school bears no responsibility for loss or damage.
- Devices must be clearly marked with the child's name and kept switched off while on site.
- Inappropriate use will result in withdrawal of permission.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Child name: \_\_\_\_\_ Year: \_\_\_\_\_

## **Appendix B: Permission Form – Pupil Use of Mobile Phone During Lessons (Exceptional Circumstances)**

This permission is only granted in exceptional, time-limited circumstances, where the phone is a reasonable adjustment or essential learning aid as agreed by the SENCO/Headteacher. School devices will be used in preference wherever possible.

Pupil name

Year/Class

Reason for request (include evidence/need)

Duration (start–end dates)

Areas/lessons where use is permitted

Controls (e.g., airplane mode, monitored use, no camera)

Approvals (SENCO/HT)

Parent/carer signature/date

Conditions: Use is limited strictly to agreed times/activities; camera/recording functions are disabled; misuse will result in immediate withdrawal and possible sanctions.

## **Appendix C: Permission Form – Pupil Bringing a Mobile Phone to School**

Complete where a pupil needs to bring a phone for a specific safeguarding/travel reason (e.g., walking home alone).

Pupil name

Year/Class

Reason for bringing phone

Days of week device needed

Storage arrangements (hand-in teacher/office)

Parent/carer contact details

Parent/carer signature/date

Conditions: Device handed in on arrival; switched off on site; collected at end of day; labelled with pupil's name; loss/damage not the school's responsibility.

## **Appendix D: Template Mobile Phone Information Slip for Visitors**

- Please keep your mobile phone on silent while on school grounds.
- Do not use phones where pupils are present. If you must use your phone, please speak to the office to be directed to an appropriate area.
- Do not take photos or recordings of pupils or staff (unless expressly authorised for your own child during public events).
- Do not use your phone in lessons or when working with pupils.
- The school accepts no responsibility for phones lost, damaged or stolen on site.
- A full copy of our mobile phone policy is available from the school office.

## **Appendix E: One-page Summary for Parents/Carers**

### **Why we have this policy:**

To keep children safe, protect personal data, and minimise disruption to learning.

### **Can my child bring a phone?:**

Only with Headteacher permission for specific reasons (e.g., walking home alone).

### **What happens to the phone in school?:**

Hand in to the class teacher at arrival; stored securely; returned at home time; switched off on site.

### **Photos and social media:**

Staff use school devices only. Parents must not upload school event images to social media unless all parents have consented.

### **If the policy is broken:**

Phone will be confiscated until the end of the day; repeat or serious breaches may lead to withdrawal of permission and further sanctions.

### **Lost or damaged phones:**

School is not responsible for loss, theft or damage.

### **Need to contact your child?:**

Please contact the school office rather than phoning your child directly.