

Mobile Phone Policy

Date of document: September 2025
Date for review: September 2027
Lead reviewer: Greg McGill
Approval by: K Brewer (Headteacher)

1. Introduction and aims

At Swallowfield Primary 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 safeguarding and child protection, behaviour, online safety and anti-bullying.

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 Senior Leadership Team is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for monitoring the implementation of this policy as part of the reporting of incidents from the Online Safety Policy.

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 non-contact time, and to areas of the school where pupils are not present (such as the staff room/PPA Room or whilst the children are having lunch or playtime).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- Important contact from SLT
- For emergency contact by their child, or their child's school
- In the case of ill dependents or family members
- Monitoring the blood sugar levels, on a phone, of a child with type 1 diabetes

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 01908 582101 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.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils. 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.

More detailed guidance can be found in the:

- Online Safety Policy – Computer and Acceptable Use
- Staff Code of Conduct

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
- Monitoring the blood sugar levels, on a phone, of a child with type 1 diabetes

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

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. This is usually for use on residential trips. 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.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. For more information, see the:

- Disciplinary Rules and Misconduct Procedures for all Employees
- Online Safety Policy – Computer and Acceptable Use

4. Use of mobile phones by pupils

Pupils are permitted to bring mobile phones to school but they are not to be used throughout the school day and they must be switched off. They should not be seen or heard.

	Allowed	Not Allowed
Mobile phones may be brought to school	√	
Use of mobile phones in lessons		√
Use of mobile phones in social time		√
Taking photos on mobile phones/cameras		√
Use of other mobile devices e.g. tablets, gaming devices		√

4.1 Sanctions

Pupils who do not follow this agreed policy will face the following actions/sanctions:

- The incident will be referred to the relevant Assistant Headteacher
- Parent/carers will be informed of the incident
- Pupil will be given a warning
- Further sanctions in line with the Behaviour Policy will be given e.g. detention.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation (Department for Education). The DfE guidance allows staff to search a pupil's phone if they 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 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
- 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, 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 sports day) 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. The following summary of the rules will be provided at reception upon arrival.

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 are present. If you must use your phone, you may go to one of the offices or outside.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds. A copy of our mobile phone policy is available from the school office.

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

- Use their phone to contact 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 section 4 above.

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.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are handed to the class teacher at the start of the school day and stay out of sight.

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 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.

Confiscated phones will be stored in the school office in the safe.

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' education, behaviour and welfare. When reviewing the policy, the school will consider:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education and other relevant organisations.
- Governors will review and approve this policy alongside the Online Safety Policy – Computer and Acceptable Use