



**Knowleswood**  
Primary School

# **Mobile Phone Policy**

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## 1. Introduction and aims

At Knowleswood Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. 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](#).

## 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 Head Teacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

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

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

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

### **4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. 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 staffroom).

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 (this list is non-exhaustive):

- 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 01274 778177 as a point of emergency contact.

### **4.2 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).

More information can be found in the school's data protection policy and ICT acceptable use policy.

### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

Where Smartwatches are worn, these must not be used to communicate, record or photograph whilst children are present.

### **4.4 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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. Where this is not possible, staff must withhold their number so their personal number is not shared

## 4.5 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

## 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

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

At Knowleswood, pupils in Y5 and Y6, who are walking home, are permitted to bring mobile phones to school. Younger pupils will only be permitted where parents share custody and it is the day they swap over.

- Mobile phones must be switched off upon entry to school
- Mobile phones must be given to a member of class staff
- Mobile phones will be put into named bags
- Mobile phones will be locked in the classroom cupboard throughout the day
- Mobile phones will be handed back to pupils at the end of the day
- Mobile phones will remain switched off until they leave the school site

### 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

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.

Smart watches, that have text, call and recording features, are not permitted in school for pupils.

## 5.2 Exceptions

The use of a mobile phone, in school, by a pupil will be considered under exceptional circumstances such as,  
Young carers who need to be contactable

Pupils with diabetes who use their phones to monitor their blood sugar

Pupils under the age of Y5/6 whose parents have shared custody and where it is the day they change over.

This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Leanne Truesdale.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

## 5.3 Sanctions

If a pupil is found with a mobile phone outside of permitted use,

- They will be asked to hand it in.
- It will be locked away
- Parents / carers will be informed

Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006 and Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#)). At Knowleswood, this will be until the end of the school day.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). This must always be discussed with the DSL / Head Teacher before any action.

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

## 6. 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, unless it's at 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/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, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 their personal mobile during the school day.

## 7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that their phone is handed to a staff member to ensure it is locked away for the duration of the school day.

Pupils must secure their mobile 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.

When a phone is confiscated, parents/carers will be called to collect it. Confiscated phones will be stored in a locked cupboard in the classroom / SLT office until collected. The school accepts responsibility for confiscated phones.

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

## 8. 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 take into account:

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

## 9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

### **Acceptable use agreement**

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

1. You may not use your mobile phone during lessons.
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.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils on the school site using your mobile phone.
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 password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils 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.
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 any 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.



## 10. Appendix 2: Permission form allowing a pupil to bring their phone to school

To be used for Y5 and Y6 pupils and any exceptional circumstances:

| PUPIL DETAILS                   |  |
|---------------------------------|--|
| <b>Pupil name:</b>              |  |
| <b>Year group/class:</b>        |  |
| <b>Parent/carer(s) name(s):</b> |  |

The school has agreed to allow the above child to bring their mobile phone to school because they:

- > Travel to and from school alone
- > Exceptional circumstance:.....  
.....

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

| FOR SCHOOL USE ONLY   |  |
|-----------------------|--|
| <b>Authorised by:</b> |  |
| <b>Date:</b>          |  |

## 11. Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones and similar devices 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 the staff room or one of the offices
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils
- For parent / carer visitors: We understand that families want to capture memories. We will always try to ensure that you have time at the end of an event to take a photo of your child. You must endeavour to only take photos of your own child. Where photographs/recordings of a performance/event/assembly are taken, that include other children or staff, these must not be shared on social media under any circumstances. There are children in our school, who must not be made visible to the wider community for safeguarding reasons, please do not jeopardise their safety by sharing any images with others.

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.