



Lady Boswell's C.E. (Aided) Primary School

*Learning Together, Learning
for Life*

MOBILE PHONE POLICY

Policy Date: January 2025

Reviewed: January 2025

Authorised: January 2025

Date of next review: January 2028

Policy authorised by: Co-Headteachers

Signature:

Author of Policy: Hannah Pullen

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

- ✓ Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society
- ✓ Strive for academic excellence, developing a thirst for knowledge and a love of learning
- ✓ Become effective communicators, collaborators and leaders
- ✓ Be resilient, resourceful and courageous
- ✓ Be curious, creative individuals and confident problem solvers
- ✓ Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society
- ✓ Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

Introduction and aims

At Lady Boswell's 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.

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 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 Co-Headteachers are responsible for monitoring the policy every 3 years, 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.

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone for personal reasons, during contact time whilst 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 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard). School staff should refer to our GDPR and Acceptable Use Policies for further guidance.

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 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.

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:

- To access emails
- To use 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 which 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, the member of staff must take steps to withhold their number.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes, for example the trip mobile and Orchard mobile.

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

Pupils in Year 5 and 6 may be permitted to bring telephones to school, where there is considered to be a valid reason, including where they:

Travel to and from school alone

Are a young carer

Need the phone to support their medical needs

Pupils **should not** use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes. Pupil may only bring a phone to school with prior permission from a parent and agreement from the school. Pupil mobile phones must be switched off when

children arrive at the school safely stored in the school office during the school day. The school accepts no responsibility for mobile phones brought into school.

Pupils are not permitted to take mobile phones on school trips, including residential trips.

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. Pupils are not permitted to bring a smart watch to school that has the facility to make or receive calls and messages or take photographs (sports watches are permitted). Watches of this nature are treated as mobile phones and are expected to be left in the office.

Sanctions

Pupils found to be in breach of this policy will be dealt with in line with the school's behaviour policies.

Any mobile phone found by a member of staff on a pupil during the school day will be confiscated and placed in the school office store, for collection at the end of the school day. Parents will be informed, in line with the behaviour policy. In each case, the sanction given will be reasonable and proportionate. The school will also consider whether there are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

Repeated breaches of the policy may result in the child no longer being permitted to bring a phone into school.

Concerns and issues outside of school

The school is permitted to investigate allegations of bullying, inappropriate behaviour and safeguarding concerns involving its pupils that happen outside of school via pupil mobile phones and apps such as Whatsapp, as set out in our Child Protection, Anti-bullying and Behaviour policies.

Parents are signposted to the resources at [thinkuknow](#), [Childnet](#) and [Smartphonefreechildhood](#) to support the safe use of the internet and digital devices.

Safeguarding Pupils

The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Staff have the power to search pupil's 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).

The School's safeguarding policy sets out the steps staff will take if they inappropriate content on a phone, or if they suspect inappropriate behaviour.

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.

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.

There may be circumstances whereby videos and photographs are permitted (such as during performances). A member of staff will make it clear if this is possible. Where this has been permitted, **no photograph or video containing images of any other child may be shared online in any circumstances, this includes via social media (Facebook, Instagram, Whatsapp, etc)**

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 which could identify a pupil
- Allow any child to use or look at their phone for any reason

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.

The school acknowledges class whatsapp groups can be a helpful tool in communicating with each other, sharing reminders and building community. We expect all communication via class Whatsapp groups to be inline with their purpose and the school's values of kindness, honesty, respect, forgiveness, faith and love. We remind parents that the class groups are not private conversations but public forums and reserve the right to address the behaviour of any member of our school community not adhering to the Christian values of the school via these

Loss, theft or damage

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

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.

All schools continue with:

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.

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

Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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

If there are any concerns regarding this policy, these should be brought to the attention of the Co-Headteachers in a timely manner.

Appendix 1: acceptable use agreement for pupils allowed to bring their phones to school

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 school for any reason.
2. Phones must be switched off (not just put on 'silent') and handed in to the school office.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. 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.

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

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs

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 revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Mobile phone information slip for visitors (displayed at signing in point)

Use of mobile phones and similar devices in our school

- You are not permitted to use your phone for personal reasons during contact time with the children, except in a few emergency circumstances.
- 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.
- 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 full copy of our mobile phone policy is available from the school office.