

Mobile phone policy

Springfields First School



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| Approved by: | Governors | Date: September 2025 |
| Last reviewed on: | September 2025 | |
| Next review due by: | September 2026 | |

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1. Introduction and aims

At Springfields First School 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 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

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 Deputy Head teacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors review this policy on an annual basis.

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. On entry to School all mobile phones should be placed in the lockers in the Front Office. 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 main office, staffroom, HT office or Staff Office).

Pre-school staff should lock their phones in the desk and access the key on the noticeboard.

The Headteacher/DHT will decide on a case-by- case basis whether to allow for special arrangements allowing staff to utilise personal mobile phones should the need arise.

If special arrangements are not deemed necessary, school staff can use the school office number 01785 337310 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. (See GDPR policy)

3.3 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. See Online Safety Policy, Social Media policy and AUP.

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.

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

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 at all possible. If necessary, contact must be made via the school office. Staff must withhold their number if a personal mobile is used.

3.5 Work phones

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.

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

4. 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 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, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception.

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

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips.

7. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations
- Feedback from Governors