



# Mobile Phone Policy

**Fairview Community Primary School**

**Reviewed: September 2024**

*Review Due: September 2025*

## **1. Introduction and aims**

At Fairview Community Primary 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**

### **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 Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

## **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 unless it is between colleagues in school for essential work purposes. Any other 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).

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:

- For emergency contact by their child, or their child's school

- In the case of acutely ill dependents or family members
- Calls between colleagues in school for essential work purposes

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 01634 338710 as a point of emergency contact.

### **3.2 Data protection**

Staff must not use their personal mobile phones to process school data, or any other confidential school information.

### **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.

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
- Calling colleagues in school for essential work purposes
- Using CPOMS to report/view a safeguarding incident

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.

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 pupils**

Only pupils in Years 5 and 6 are allowed to bring in devices as they may be required for walking to and from school. Parents must sign a consent form before any pupil is allowed to bring in a mobile phone.

Pupils will hand the mobile device into their class teacher at the beginning of the day where they are placed in a locked drawer or box. Pupils must adhere to the school's agreement for mobile phone use (see Appendix 2).

### **4.1 Sanctions**

Unacceptable/inappropriate uses:

Pupils are not permitted to take personal mobile devices on school trips or be used during any extra-curricular activity.

Mobile technology (including Smart watches) may not be taken into any test or exam situation.

Pupils may not contact parents to arrange to be collected from school.

Using a mobile device to bully or threaten other pupils will not be tolerated. In some cases, it can constitute criminal behaviour.

This also includes taking photographs/videos of any other pupil without their consent and uploading/file sharing to a website for public viewing. 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

## **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 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 or attend a public event at school.

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

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 appropriately labelled, and are stored securely when not in use.

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.

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 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

## **Appendix 1**

### **Template mobile phone information slip for visitors**

#### **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.
- 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.

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## Appendix 2

Dear Parent / Carer

### Permission to walk home alone / Meet at the gate/ Mobile Phones - Year 5 & 6 children only

Whilst we want the children in upper KS2 to be independent, it is of utmost importance that the children are safe and all parties know where they are. If your child is in Year 5 or 6 and you would like for them to walk home by themselves or to meet you or an authorised adult at either the front or back gate, you will need to give us permission to release your child at the end of the normal school day. **This permission does not apply after any clubs or where a trip returns to school later than 3.30pm – you will need to give specific permission for those on the relevant consent forms.**

**Only children who walk home without adult supervision are allowed the use of mobile phones for safety reasons.** If any child brings a mobile phone to school without a completed permission slip the phone will be confiscated until an adult can collect it. Any child found using a phone in school will have it confiscated and a meeting will be arranged between myself, the child and their parents. We would be grateful if you could provide us with your child's mobile phone number. Please be reassured that this information will only be used to contact pupils in an emergency and will not be shared with anybody. Please sign, date and return Permission Slip to school as soon as possible.

Yours sincerely

Karin Tillet  
Headteacher

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### Permission Slip – Walking Home / Meet an authorised adult at the gate / Mobile Phones

- ☐ I give permission for my child to walk home without adult supervision at the end of the normal school day.
- ☐ I agree that my child can bring their mobile phone to school. It is my child's responsibility to give their mobile phone to their class teacher at the beginning of the day and I understand the phone will be kept in a locked cupboard/drawer until home time. I agree that it is my child's responsibility to collect the phone at the end of the day. It will remain in a locked room if it is not collected. Any pupil who brings a mobile phone into school does so at their own risk and the school will not be held responsible for any loss or damage
- ☐ I give permission for my child to meet me/authorised adult at the front gate.
- ☐ I give permission for my child to meet me/authorised adult at the back gate.
- ☐ I give permission for my child to walk to \_\_\_\_\_ class.

**I understand that separate consent must be given for after any clubs or where a trip returns to school later than 3.30pm.**

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

Child's mobile phone number if applicable: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Carer Name: \_\_\_\_\_

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