



MOBILE PHONE POLICY

Eden Park, Sticklepath and Roundswell

REVIEW DATE: Autumn 2027

Mobile Phone Policy

Introduction and Aims

The welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication and security tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Social Media Policy
- Anti-Bullying Policy

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes professionalism.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

Mobile Phone Safeguarding Expectations - Staff

Staff are not permitted to make/receive calls/texts during contact time with children unless 'emergency contact' has been agreed with Executive Co-Headteachers. An 'emergency' exceptional circumstances example could include an acutely sick relative.

1. Staff personal mobile phones should be **switched off or on silent and stored securely** during working hours in a lockable drawer or high shelf away from children.
2. Personal phones should **not be carried in rooms where children are present** unless there is an authorised professional reason, such as completing two-factor authentication (2FA) required to access approved systems including CPOMS, email or other school platforms.
3. Where a personal phone is required for authentication purposes, it should be used **only for that purpose**, for the shortest time necessary, and then returned to secure storage immediately.
4. Communication relating to children should only take place through **approved systems and devices**.
5. Personal phones must not be used for personal calls, messaging, social media, browsing, or other non-work-related activities during working hours, except during designated breaks.
6. Staff should only access personal phones for personal reasons during designated breaks and away from children.
7. Visitors, students and volunteers should follow the same mobile phone expectations.
8. Any safeguarding concerns regarding mobile phone use should be reported immediately to the Designated Safeguarding Lead (DSL).

Mobile Phones for Work-Related Purposes

- Personal mobile phones may be used when necessary for authorised work purposes, including two-factor authentication (2FA) to access approved systems such as CPOMS and school email.
- Communication with parents during school trips/visits should normally be made through the school office. Exceptions may include emergencies, residential visits, or where authorised by the visit leader.
- Parents accompanying educational visits act as volunteers supporting the school and are therefore not permitted to take photographs or recordings during the visit.
- School devices should be used for photographs and recordings wherever possible. If a personal device is used in exceptional circumstances to take photographs for a school purpose, images must be transferred to a secure school system and deleted from the personal device as soon as possible.

Personal Mobile Phones – Pupils

Pupils are discouraged from bringing mobile phones to school. Where there is a genuine need for a child to bring a mobile phone, parents should inform the class teacher/school.

- Pupils must not use mobile phones during the school day, on the school site or whilst participating in educational visits unless specifically authorised by a member of staff.
- Any mobile phone brought into school must be **switched off** and handed to the class teacher (or designated member of staff) at the start of the day.
- Mobile phones will be stored securely and returned to pupils at the end of the school day. Phones are brought into school at the owner's risk.
- Mobile phones must not be kept in pupils' bags, trays, lockers, or on their person during the school day.
- Mobile phones brought to school without permission, or used during the school day without authorisation, will be confiscated and returned at the end of the day. Repeated incidents may result in parents being contacted and alternative arrangements being agreed.

The school reserves the right to investigate incidents involving mobile phones where there are concerns relating to safeguarding, bullying, harassment, inappropriate communication, or the taking and sharing of images.

Where mobile phones are used in or out of school to bully, intimidate, harass, or cause harm to others, the Headteacher may take appropriate action in line with the school's Behaviour and Anti-Bullying Policies, including where such behaviour occurs off-site but has an impact on members of the school community

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow this policy whilst on school premises. On arrival, visitors will be informed of the school's expectations regarding mobile phone use and, where appropriate, may be required to keep devices securely stored during their visit.

Parents

While we would prefer parents not to use their mobile phones whilst on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We do allow parents to photograph or video school events of their children such as during shows or sports day using their mobile phones – but insist that parents do not

publish images (e.g. on social networking sites) that include any children other than their own.

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Updated and reviewed Autumn 2026