Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Mobile phone policy

This policy was reviewed: Summer 2025

The policy is to be reviewed: Summer 2027

Signed ……. Chair of Governors

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1. Introduction and aims

At Monks Risborough 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

KCSIE 2024, Behaviour Policy, E-Safety Policy, Privacy Notice – Pupils & Parents

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 headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Chair of Governors sign at review date once all governors have approved.

3. Use of mobile phones by staff

There are no set rules/requirements about use of mobile phones by staff in schools. It's up to you to decide on the approach that works best for your school.

The text below is an example only, and you should adapt it to suit your needs.

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. 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

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 01844 345590 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.

For instance under the Data Protection Policy in Schools, ICT Staff Acceptable Use Policy, Social Media 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.

As found in our Social Media Policy, Photo Consent Guidance.

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.

Images of children are only permitted once permission is gained from the parents for Weduc (Monks Risborough School app – a closed group) and must be taken only on the class iPad, never on personal mobile phones.

Use of mobile phones to search the internet should only be carried out in the staff room or during non-contact time.

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

Please see our Educational Visits Policy.

Consider: allowing staff to use personal mobile phones when supervising residential visits or school trips makes their contact details available to pupils and parents. Could you provide a school mobile instead, or a SIM card with a separate number?

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 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

- While we fully acknowledge a parent's right to allow their year 6 child to bring a mobile phone to school if they walk to and from school without adult supervision. We discourage pupils bringing mobile phones to school due to the potential issues raised above.
- When a child needs to bring a phone into school, a permission slip (appendix 1) must be signed by the parent and the phone must be kept in a secure place within the classroom at the start of the day and collected at the end of the day. Phones must be clearly marked so that each pupils knows their own phone. Parents are advised that we accept no liability for the loss or damage to mobile phones which are brought into school or the school grounds.
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the admin team for safe keeping during the remainder of the school day. A permission slip will be sent home to be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the SLT.

Pupils must adhere to the school's Behaviour Policy/acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or a member of staff, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy. The phone will not be returned to a parent of the pupil until the images have been deleted.

The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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:

- Adults either in school or accompanying children on trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.
- Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or entrance lobby. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or ipad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.
- 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/volunteers will be given the Child Protection And Safeguarding Guidance for Volunteer & Visitor information.

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 or have distinguishing mark for ease of identification, 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 and they should be on silent during the school day. Staff must also secure their personal phones. 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.

The disclaimer can be found in the Mobile Phone Parental Consent Form

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

8. Appendix 1: Code of conduct/acceptable use agreement for pupils

Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is a year 6 pupil who is bringing a mobile phone to school, as they walk to and from school without adult supervision. Please complete the form below to give your permission for your child to do this and remind them of our school policy (this can be found on our school website or in the folder at the school entrance).

- Your child needs to bring their phone to the school office first thing in the morning before they go to their class.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you

Yours sincerely

Miss A Robinson

Headteacher.

Mobile Phone Parental Consent

I give permission for my child …….. to bring their mobile phone to school.

I have read the policy and understand the implications.

Signed: Date:

Please return to the school office. Thank you.

9. Appendix 2: 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. If you must use your phone, you may go to the school reception area
- 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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