



Shardlow Primary School

Aspire Achieve Thrive



Mobile Phone Policy (staff & pupils)

Approved by:	Local Governing Body
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1. Introduction and aims

- 1.1 At Shardlow 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.
- 1.2 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
- 1.3 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

- 1.4 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- 1.5 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.
- 1.6 The headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

- 1.7 The local governing board will oversee the approval of this policy.

3. Use of mobile phones by staff

Personal mobile phones

- 1.8 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, 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).
- 1.9 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

- 1.10 The headteacher will decide on a case-by-basis whether to allow for special arrangements.
- 1.11 If special arrangements are not deemed necessary, school staff can use the school office number 01332 792215 as a point of emergency contact.

Data protection

- 1.12 Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- 1.13 More detailed guidance on our school's data protection procedures can be found in the ONE Academy Trust Data Protection Policy- available on the ONE Academy Trust website.

Safeguarding

- 1.14 Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- 1.15 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.
- 1.16 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.

Using personal mobiles for work purposes

- 1.17 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
- 1.18 In such circumstances, if staff are contacting parents or family members they should first consider using the school based mobile phone, withholding their number by using 141 before typing the number they are calling and/or making contact through the school office.
- 1.19 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

Work phones

- 1.20 There is a school mobile phone.
- 1.21 Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.
- 1.22 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

- 1.23 Staff that fail to adhere to this policy may face disciplinary action.
- 1.24 See the ONE Academy Trust Disciplinary Policy for further information.

4. Use of mobile phones by pupils

- 1.25 We understand that in rare circumstances, such as pupils who are travelling to/from school alone or pupils living across two or more households, there may be a need for pupils to bring a mobile phone to school.
- 1.26 If a pupil needs to bring a mobile phone to school they must complete the 'Permission form allowing a pupil to bring their phone to school'.
- 1.27 Pupils are not permitted to carry their phone around school and/or have the phone in their possession, such as in their school bag or tray. Instead pupils must sign their phone into the school office where it will be securely stored and then collect the phone at the end of the day.

Sanctions

- 1.28 If a pupil brings a mobile phone into school and does hand it into the office the mobile phone will be confiscated under sections 91 and 94 of the Education and Inspections Act 2006)
- If they are confiscated the pupil can then collect the mobile phone from the school office at the end of the school day.
 - Knowingly bringing a mobile phone into school and not handing it into the office will be classified as a serious behaviour incident as per our behaviour policy and the relevant sanctions will apply. (Please see the Shardlow Primary School Behaviour Policy).

Searching, screening and reporting

- 1.29 It is important that pupils and parents are aware that staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. This DfE guidance allows the school to search a pupil's phone if there is 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.
- 1.30 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

Parents duty to report inappropriate content

1.31 If parents find inappropriate content on a phone, or if they suspect inappropriate behaviour they should report this to a member of the designated safeguarding team- details of the team and the contact details can be found on the following link-

- <https://www.shardlowprimary.co.uk/safeguarding/>

5. Use of mobile phones by parents, volunteers and visitors

1.32 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.

1.33 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

1.34 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.

1.35 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

1.36 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.

1.37 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

1.38 Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

1.39 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.

1.40 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.

1.41 Confiscated phones will be stored in the school office safe.

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

7. Monitoring and review

- 1.43 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
- 1.44 This policy will be reviewed every 3 years as a minimum and approved by the headteacher/governing body at each review.

Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow _____ to bring their mobile phone to school because they (tick as relevant):

- ☐ Travels to and from school alone
- ☐ Is a young carer
- ☐ Is moving between two or more households
- ☐ Needs the phone for an educational activity during class time

☐ Other: _____

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Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right revoke permission if pupils don't abide by the policy.

Parent print name: _____

Parent signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Mobile phone information for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Do not use phones where pupils are present. If you must use your phone, you may go to the staffroom/school office
- 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.