

Mobile phone policy

Bowdon C of E Primary School



Approved by:	SIPc	Date: 07.03.25
Reviewed on:	15/03/2021, 06/1/25	
Next review due by:	Jan 2028	

Contents

1. Introduction and aims

2

2. Relevant guidance	2
3. Roles and responsibilities	2
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils	4
6. Use of mobile phones by parents, volunteers and visitors	5
7. Loss, theft or damage	6
8. Monitoring and review	6
10. Appendix 1: Permission form allowing a pupil to bring their phone to school	7
11. Appendix 2: Template mobile phone information slip for visitors	8

1. Introduction and aims

At Bowdon Church School we recognise that mobile phones, including smart phones, are an important part of everyday life for our older 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 online safety, 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance and behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 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 ensuring the policy is monitored every 3 years by a member of the Senior Leadership team, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 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. 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 or school office).

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
- When used to monitor children with medical conditions (EHC plan) and communicate with doctors

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 0161 928 8907 to receive urgent calls.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Please refer to the school's data protection policy and Acceptable Use Policies for further details.

4.3 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 the school's Code of Conduct for Staff and Regular Visitors

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 e.g. teacher ipad or trip cameras and ipads.

4.4 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, if a school mobile is not available (communication with emergency services, school staff or school)
- Supervising residential visits if a school mobile is not available (communication with emergency services, school staff, school or personal families)
- Two Factor Authentication to access CPOMs or for School Google Account when logging on

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 unless there is an emergency. If necessary, contact should be made using the school trip phone, via the school office or via email.

4.5 Work phones

Some members of staff may be 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.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

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

5. Use of mobile phones by pupils

The DfE has explained that it's best practice to ban the use of mobile phones in schools, in its non-statutory mobile phone guidance. Pupils are not permitted to bring mobile phones or smartwatches to school under any usual circumstances as the school does not have the facility to store a large number of devices and safeguarding concerns regarding children on mobile devices walking to and from school.

In exceptional circumstances permission must be sought from the Head Teacher.

Pupils are not permitted to bring mobile phones or smartwatches to school because they are walking home. Arrangements should be made so that children telephone their parents when they arrive home.

Mobile phones, smart watches or other similar devices are not allowed on any off-site school activity, including residential. This will be made clear to parents/carers in communication prior to booking a residential visit. Should contact with parents be considered necessary by staff, then they will contact parents using numbers provided on the child's medical form.

5.1 Exceptions for special circumstances

The school may permit pupils to bring a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis.

In exceptional circumstances, permission must be sought from the Head Teacher by emailing head@bowdoncs.org. Circumstances may include, but aren't limited to:

- the pupil lives between two homes and the changeover occurs on a school day (permission would be limited to changeover days),
- the pupil is a young carer,
- the phone is needed to monitor pupil's blood glucose levels to manage their diabetes (only technology needed for their health care installed – other applications on the mobile phone to be deactivated)

Permission is given on condition of the following:

- The phone is not used on school premises upon arrival or departure
- The phone must be handed in at the school office as soon as the pupil arrives in school (please turn off or notifications to silent)
- The phone should be clearly named and in a named pouch (eg clear pencil case) provided by the parent

- The phone is collected from the school office, after the class has been dismissed and put immediately into a bag, out of sight.
- If the behaviour of the pupil is a cause for concern on the way to or from school, involving the phone then parents will be contacted and permission may be withdrawn.
- Parents/carers ensure the pupil is aware of personal and road safety (Different studies over the years have shown that phones are a growing distraction for pedestrians, affecting whether they cross a road safely, particularly for children and phone theft has been reported in the local area)

The school takes no responsibility for loss or damage to a mobile phone brought to school by a pupil. Under no circumstances must a mobile phone be used by a pupil to access the internet or to take photographs whilst on the school site.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

5.2 Sanctions

If a pupil is found to have brought a mobile phone or other electronic device into school [or on a school residential](#) in breach of this policy, the phone will be confiscated and a parent/carer will be required to collect it from the school office. [\(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006\)](#)

If a phone is found and confiscated again, it will be held in the school office until the end of the week, when it may be collected by a parent/carer.

If the school suspects that a pupil has a phone in school in breach of this policy, the pupils bag/coat etc. may be searched as a precaution.

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
- 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

6. 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 permitted 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. A summary of this policy will be provided.

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

- Use their phone to make contact with other parents/carers
- 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 5 above, and should immediately report to a supervising member of staff if they suspect that a pupil may have a mobile phone with them. Parents or volunteers must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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.

7. Loss, theft or damage

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

Staff must 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.

If a mobile phone has been confiscated, they will be stored in the school office. Parents collecting a confiscated phone will be expected to sign to say that they have received it.

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

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Related Policies:

Acceptable Use Policy – Pupils, Staff, Visitors

Code of Conduct for staff and regular visitors

Code of Conduct for Parents

Safeguarding

10. Appendix 1: 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 [pupil name] to bring their mobile phone to school because they:

- Are a young carer
- Need the phone to support their medical needs
- Another exceptional circumstance agreed by the Headteacher

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

- The phone is not used on school premises upon arrival or departure
- The phone must be handed in at the school office as soon as the pupil arrives in school (turned off or on silent)
- The phone should be clearly named and in a named pouch (eg clear pencil case) provided by the parent
- The phone is collected from the school office, after the class has been dismissed and put immediately into a bag, out of sight.
- If the behaviour of the pupil is a cause for concern on the way to or from school, involving the phone then parents will be contacted and permission may be withdrawn.
- The pupil is aware of the dangers walking with a mobile phone in regards to personal and road safety

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by Headteacher:	
Date:	

11. Appendix 2: Template mobile phone information slip for visitors/Inventory

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 outside to the front of school, - away from the Reception play area and the MUGAs, to a school office (please check with a member of staff), or to the staff room (supply staff only).
- 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 on the school website or from the school office.

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 outside to the front of school, - away from the Reception play area and the MUGAs, to a school office (please check with a member of staff), or to the staff room (supply staff only).
- 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 on the school website or from the school office.

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 outside to the front of school, - away from the Reception play area and the MUGAs, to a school office (please check with a member of staff), or to the staff room (supply staff only).
- 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 on the school website or from the school office.

.