

Mobile Phone Policy



**The Park
Academies
Trust**

Date	Details of policy updates
Sept 2021	TPAT introduction added
Sept 2023	Complete review of the policy to reflect safeguarding updates
Sept 2024	Complete review of the policy to reflect safeguarding updates
Sept 2025	To reflect safeguarding updates from KCSIE 2025
Sept 2026	To reflect safeguarding updates from KCSIE 2026 and 'Mobile phones in school' statutory guidance, June 2026

The welfare and safeguarding of our children is paramount in all we do at Orchid Vale Primary School.

1. Introduction and aims

At Orchid Vale Primary School, we recognise that mobile phones, including other Bluetooth/WIFI/5G devices, are an important part of everyday life for our children, 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 children, staff, parents and volunteers so that our school is a mobile phone-free environment.
- Encourage parents when dropping off and collecting their child to refrain from using their mobile phone whilst on the school premises.
- Support the school's other policies, especially those related to safeguarding and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to safeguarding and 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.

All staff read this policy and agree to follow it via completion of a google form.

Any adult working in school must alert the headteacher (or a member of the senior leadership team if the Head is not available) if they witness, or are aware of, a breach of this policy.

The Headteacher and Designated Safeguarding Lead are responsible for monitoring the policy every year, reviewing it, and holding staff and children accountable for its implementation.

2.2 Local Governance Committee

The LGC members are involved in monitoring and reviewing this policy.

3. Use of mobile phones by staff

This guidance refers to all cellular devices, such as Wi-fi/5G/Bluetooth enabled smart watches, e-readers, etc.

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile devices during the school day (8.40am – 3.10pm. or – in the case of after school clubs, until the last child has left). During this time, phones must be on silent and the use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room or office areas).

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
- Awaiting contact from medical professionals

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

Staff must make the Head Teacher aware if they need to have special consideration.

If special arrangements are not deemed necessary, school staff can use the school office number (Tel. no. 01793 745006) as a point of emergency contact.

3.2 Data protection

For additional information, please refer to the Data Protection Policy and ICT Acceptable Use policy for further guidance.

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

Staff should use school iPads to take photos – not personal devices

Staff can access website programmes that access data on external servers such as Teams, Outlook, Dojo, Arbor and CPOMS, though should never download content onto their personal devices.

Staff 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 any work phone provided to them. Failure by staff to do so could result in data breaches.

3.3 Safeguarding

For additional information, please refer to the Data Protection Policy and ICT Acceptable Use policy for further guidance.

Staff must not give their personal contact details to parents or children, including connecting through social media and messaging apps.

Staff must not publicise their contact details on any social media platform or website, to avoid unwanted contact by parents or children.

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

If an adult in school has a concern that a member of staff is using their mobile device inappropriately, this must be treated as a concern about an adult in school and reported to Ruth Lee (headteacher). If the concern is about Ruth Lee, this must be reported to Rachel Surch (Director of Primary) and if the concern is about Rachel Surch, it must be reported to Gemma Piper (TPAT CEO).

3.4 Using personal mobiles for work purposes

All staff taking children out of school, should take a school mobile phone with them. However, 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

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 children, 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 or using school devices.

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 children

It is expected by the school that the older children are being given more freedom to arrive to and from school on their own. This means that children in Years 4, 5 and 6 are allowed to bring a mobile phone to school with their parents/carers permission and hand it into their class teacher on arrival. Their phone will be stored in a secure, lockable box until the end of the school day.

4.1 Sanctions

Children who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school. On the first infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The child will be able to collect the mobile phone at the end of the school day, a record will be made of the incident on CPOMS and parents will be informed.

On the second infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents and a member of SLT will be notified and the child will not be permitted to collect the phone without a parent/carer present.

On the third infringement, the child will not be allowed to bring their mobile phone into school again.

Staff have the power to search children's phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows a senior member of staff to search a child's phone if we 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 may reserve the right to 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 and those created by AI)
- Up skirting
- 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

Please refer to the school Child Protection and Safeguarding policy and the school Behaviour policy for further information.

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

Parents, visitors and volunteers (including LGC members 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 children, 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 for any reason
- Not using phones in lessons, or when working with children

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. All visitors sign in and confirm that their mobile phone is switched off and will not be used when working with children.

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 children, 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 children 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.

We strongly encourage all parents to have their mobile phones in a bag or pocket when dropping off and collecting their child at the end of the day.

If there is a concern that a parent or carer is using a mobile device inappropriately, this must be reported to a member of the safeguarding team.

6. Loss, theft or damage

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

Children 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 children are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location/locked cabinet. 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 on the children's education, behaviour and welfare. When reviewing the policy, the school will take into account: ➤ Feedback from parents and children

➤ Feedback from teachers

➤ Records of behaviour and safeguarding incidents

➤ Relevant advice from the Department for Education, the local authority or other relevant organisations

Links to other policies:

- Child Protection and Safeguarding policy
- ICT Acceptable Use policy
- Staff code of conduct

- Behaviour policy
- Online safety policy