



# Mobile Phone Policy

**Policy updated: September 2023**  
**To be reviewed by: September 2024**

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## Version Control

Date	Change
Sep 2017	Mobile Phone Policy (Pupil use) written
Jan 2021	Policy updated in line with current guidance, to also include Staff and Visitor use.
Sep 2021	Minor amendments made to include use of 'Smart' watches
Sep 2022	New vision statement added, minor amendments including links to old policies taken off.
Nov 2022	Minor amendments made to appendix 1&2, as well as acceptable use of personal mobile phones by Staff during school hours.
Sept 2023	Section 1: addition of paragraph from SCC Child Protection and Safeguarding Policy about the safeguarding challenges around mobile phones. Section 4.3: addition of more detail on searching, screening and confiscation as well as the sharing of nudes and semi nudes. Removal of Covid Lockdown guidance. Section 7: specific reference to Child Protection and Safeguarding Policy. Section 5 & Appendix 3 altered to match. Formatting and minor wording changes.

**At All Saints' we are 'Children of God'.  
We wear our crowns with pride.  
Together, we are Included, Involved and Inspired.**

- 24 Do you not know that in a race all the runners run, but only one gets the prize?  
Run in such a way as to get the prize.
- 25 Everyone who competes in the games goes into strict training. They do it to get a  
crown that will not last; but we do it to get a crown that will last forever.
- 26 So I run with purpose in every step.

*1 Corinthians 9: 24-26*

**Vision Statement**

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

***Together · Included · Involved · Inspired***



**St Edmundsbury and Ipswich**  
Diocesan Multi Academy Trust

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## 1. Intent

All Saints' CE Primary School is committed to safeguarding and promoting the wellbeing of children and expects all Staff and volunteers to share this commitment. 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.

This 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 in school
- support the School's other policies, especially those related to Child Protection and Behaviour. It should be read alongside the policies listed in Section 8.

This policy also aims to address some of the challenges posed by mobile phones and other emerging technologies in school. Many children have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some children, whilst at school, could potentially sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content.

Further challenges include:

- risks to child protection
- data protection issues
- potential for lesson disruption
- risk of theft, loss, or damage
- inappropriate use of technology in the classroom

Consequently, we do not allow phones to be on during the School day. Only Year 5 and 6 are allowed to bring their phones for walking home independently. Any phones brought into School are handed in first thing in the morning and locked away until the end of the school day

## 2. Roles and Responsibilities

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.

This policy will be monitored, reviewed and amended as required by the Headteacher, Online Safety Lead and Governors, holding Staff and pupils accountable for its implementation.

## 3. Use of Mobile Phones by Staff

### 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, in the presence of children. Use of personal mobile phones must be restricted to non-contact time where possible, and to areas of the School where pupils are not present (such as the Staff Room).

There may be circumstances in which it is appropriate for a member of staff to have use of their personal 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

- school trips/residential, where photos may be taken and uploaded to the class/school social media platform by a teacher – these are then to be deleted immediately after and the SLT to be made aware.

The Headteacher will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, School Staff should use the School Office number (01638 662835) 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.

More detailed guidance can be found in the **MAT Data Protection Policy** [here](#) and in our **Online Safety and Acceptable Use 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 personal contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

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

*If a personal mobile phone is used to take a photograph, a member of SLT must be informed and additionally notified when the photo is deleted after being uploaded to a school platform.*

Personal mobile phones may be used to access the internet for the purpose of finding information, or as a teaching tool for sharing music across audio speakers.

### 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

In these circumstances, Staff will:

- use their mobile phones in an appropriate and professional manner, in line with the **MAT 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, unless agreed by a member of SLT and deleted once uploaded to a school device.
- refrain from using their phones to contact parents. If necessary, contact must be made via the School Office or their personal number must be withheld.

### 3.5 Sanctions

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

## 4. Use of Mobile Phones and other emerging technologies by Pupils

### 4.1 Mobile Phones

Mobile phones are a prominent feature of modern society, therefore pupils in Years 5 and 6 are permitted to bring mobile phones to school. Children may bring a mobile phone into school under the following strict conditions:

- the child **regularly** walks/cycles home on their own.
- a **Pupil Mobile Phone Permission Form**, agreeing to the **Mobile Phone Code of Conduct For Pupils**, is signed by the pupil and parent and given to the Headteacher (see Appendices 1 and 2).
- the phone is switched off as the child enters school premises and handed in each day in the Year 6 classroom, where it is stored in a named bag, in a locked drawer.
- the School accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- the camera on the phone is never used by a child to take photographs or video of another child or an adult.

### 4.2 Smart Watches

These are small smartphone-like devices worn on the wrist; they are connected to a smartphone and notify the user of incoming calls, e-mail messages, and notifications from applications. Pupils are not permitted to wear smart watches in school.

*Should parents/guardians /carers need to contact pupils in an emergency, or vice versa, this should be done following the usual school procedures: via the School Office, on 01638 662835.*

### 4.3 Sanctions

Where a pupil is found by a member of staff to be in the possession of a mobile phone, in the first instance the phone will be taken from the child, retained in the School Office and can be collected at the end of the school day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). On subsequent occasions, the phone will be taken to the School Office and returned only to the parent, guardian or carer.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, the images will be removed by the pupil in the presence of a teacher.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). Mobile phones can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour. As with all prohibited items, Staff should first consider the appropriate safeguarding response if they find images, data or files on a phone that they reasonably suspect are likely to put a person at risk.

The DfE guidance allows Staff to search a pupil's phone if they 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. Staff may examine any data or files on an electronic device they have confiscated as a result of a search, if there is good reason to do so. If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the Designated Safeguarding Lead as the most appropriate person to advise on the School's response. Handling such reports or concerns can be especially complicated and schools should follow the principles as set out in **Keeping Children Safe in**

**Education 2023.** The UK Council for Internet Safety also provides guidance to support School Staff and designated safeguarding leads: [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people)

The phone will be retained at the School Office until the child's parents, guardian or carer are contacted and asked to discuss the matter with the Headteacher, at which meeting the phone may be returned or kept and handed to the Police.

This will be regarded as a serious offence and disciplinary action will be taken in accordance with the School's **Behaviour Policy**.

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

The right to bring mobile phones onto school premises will be revoked if a pupil fails to adhere to school policy.

## 5. Use of Mobile Phones by Parents, Visitors and Volunteers

Parents, volunteers and visitors should only use personal mobile phones in Staff-only areas of the School. Parents, visitors and volunteers (including governors and contractors) must adhere to the rules set out for Staff in this policy if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or the pupil is their own child
- using any pictures 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 are also asked to keep their mobile phone on silent/vibrate while on the school grounds.

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 (see **Mobile Phone Policy Information Slip for Visitors**, Appendix 3).

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

- use their phone to make contact with other parents, unless in an emergency situation
- 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 easily identifiable, 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. Staff must also secure their personal phones, as well as any work phone used by 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 pupils are travelling to and from school. This disclaimer is included in:

- the **Pupil Mobile Phone Permission Form** (Appendix 1)
- the **Mobile Phone Policy Information Slip for Visitors** (Appendix 3)

Confiscated phones will be stored in the School Office in a locked cabinet.

Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage.

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
- specific guidance in the **Child Protection and Safeguarding Policy** relating to the use of mobile and smart technology, and consequent safeguarding issues.

## 8. Links to other Policies

This **Mobile Phone Policy** is linked to our **Privacy Notices** (sent to families with induction packs when they join the School) as well as the following policies (see the **Documents and Policies Library** on our website):

- [Anti-Bullying Policy](#)
- [Behaviour Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [MAT Data Protection Policy](#)
- [MAT Complaints Procedure](#)
- [MAT Staff Code of Conduct](#)
- [Online Safety and Acceptable Use Policy](#)
- [Remote Education Policy](#)



# Appendix 1: Pupil Mobile Phone Permission Form (allowing a pupil to bring their phone to school)



## Pupil Mobile Phone Permission Form

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

All Saints' School has agreed to allow your child to bring his/her mobile phone to school, as they travel to and from school unaccompanied by an adult.

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.

### Part 1: Parents/Guardians/Carers

As the parent or legal guardian of the above signed pupil, I have read the All Saints' CE Primary School **Mobile Phone Code of Conduct** and **Mobile Phone Policy** and give permission for my son/daughter to bring his/her phone into school. I understand that sanctions may be applied to my child, including having his/her phone confiscated, should improper use occur.

Parent/Guardian/Carer

Name.....

Parent/Guardian/Carer

Signature..... Date .....

### Part 2: Pupils

I have read the All Saints' CE Primary School **Mobile Phone Code of Conduct for Pupils**

I agree to follow the rules outlined in the **Mobile Phone Code of Conduct for Pupils**. I understand that if I violate these rules, then my phone may be confiscated and further sanctions may follow.

Pupil Signature..... Date .....

## Appendix 2: Mobile Phone Code of Conduct for Pupils



### Mobile Phone Code of Conduct for Pupils



You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of School Staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or Staff via:
  - a. email
  - b. text/messaging app
  - c. social media
8. Do not use your phone to send or receive anything that may be criminal, for instance, by 'sexting' or sharing nudes.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
10. Do not use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the School's **Behaviour Policy**.
11. You must comply with a request by a member of staff to switch off, or hand in, a phone. Refusal to comply is a breach of the School's **Behaviour Policy** and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store this using the School's system (placing it in the phone bag located in Y6). Bringing a phone into the test room can result in your exam being declared invalid.

## Appendix 3: Mobile Phone Policy Information Slip for Visitors



# Mobile Phone Policy Information Slip for Visitors



### Use of Mobile Phones in School

Parents, visitors and volunteers should only use personal mobile phones in Staff-only areas of the School. Parents, visitors and volunteers (including governors and contractors) must adhere to the rules set out for Staff in the **Mobile Phone Policy** if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it is a public event (such as a school fair or performance), or the pupil is their own child
- using any pictures or recordings for personal use only, and not posting on social media without consent
- not using phones in lessons, or when working with pupils

**Please keep your mobile phone on silent/vibrate while on the school grounds.**

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

- use their phone to make contact with other parents, unless in an emergency situation
- take photos or recordings of pupils, their work, or anything else which could identify a pupil

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.

**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.**