Worlingham CEVC Primary School

MOBILE PHONE POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	23.06.2026
Name of Committee:	Personnel
Chair of Committee signature:	Mr Martyn Fitt
Date of next review:	Autumn 2027

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School
MOBILE PHONE POLICY

Contents

1. Introduction and aims 2
2. Roles and responsibilities 2
3. Use of mobile phones by staff 3
4. Use of mobile phones by pupils 4
5. Use of mobile phones by parents, volunteers and visitors 5
6. Loss, theft or damage 6
7. Monitoring and review 6
8. Appendix 1: Code of conduct/acceptable use agreement for pupils 8
9. Appendix 2: Permission form for pupils to use mobile phones during lessons .....
10. Appendix 3: Permission form allowing a pupil to bring their phone to school 9
11. Appendix 4: Template mobile phone information slip for visitors 10

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1. Introduction and aims

At Worlingham CEVC 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

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 three years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors
Governors will be made aware of any breaches in policy through the Headteacher report to governors.

3. Use of mobile phones by staff

3.1 Personal mobile phones
Staff (including volunteers, governors, 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). Mobile phones should be kept out of sight of pupils.

There may be emergency circumstances in which it's necessary for a member of staff to have access to their phone during contact time. For instance:

- To call emergency services such as ambulance or police
- In the case of acutely ill dependents or family members
- When on a school trip

In these cases, the staff membes mobile phone should be left in the Bursars office so it can be answered (with the consent of the staff member) in an emergency.

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 as a point of emergency contact.

3.2 Data protection
Staff must be aware of their obligations with regard to data protection and must ensure adequate passwords are in place on any mobile devices to ensure security of confidential school information.

Further details can be found in our Data Protection Policy, ICT Acceptable Use Policy, Online Safety Policy, and Staff Handbook.

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.

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. Each class has their own iPad for use of any classroom apps such as Tapestry or Class DoJo.

Pupils are taught the risks that are associated with the use of their mobile phone. Staff need to remain vigilant to the risks relating to online safety to ensure pupil well-being. Pupils should be able to access their mobile phone when raising concerns with staff about issues which have occurred online.

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 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 or by blocking their number
- Not provide their mobile phone number to parents for educational visits (including residential visits). Only the school mobile phone number should be shared with parents for emergency purposes.

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes for use on educational visits.

Only 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
- 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 pupils

Pupils may bring their mobile phone to school for the following reasons:

- Travelling to and from school by themselves
- Young carers who need to be contactable
- Supporting a pupil with their medical condition e.g. a pupil with diabetes whose phone is linked to a continuous glucose monitoring sensor

Pupils are not permitted to use their mobile phone in the school, at any time of the day. In an extreme situation, where this was deemed appropriate, a member of staff would authorise and supervise the use.

The parent of any pupil who brings their mobile phone into school is required to complete a permission form and sign an agreement. On signing the permission form, it is stated that pupils bringing their mobile phone into school do so at their own risk as these items are not covered by the school insurance. Any mobile phone that is brought into school by a pupil is placed in a box and stored securely at the school office during the day. Pupils are expected to collect their phone before going home. It is the pupil's responsibility to remember to collect their phone at the end of the school day.

These arrangements also apply to any educational visits or residential trips. Any phones brought to school at these times would be stored securely for the duration of the visit and collected by the pupil as they go home from school. It would be the pupil's responsibility to ensure their mobile phone is switched off prior to leaving it securely stored for an educational or residential visit.

4.1 Sanctions

Any pupil having a mobile phone in school, that has not been stored securely in the box, will have it confiscated for the rest of the day. The Headteacher will decide who the phone can be collected by and when. Depending on the individual circumstances, further consequences may be issued according to our behaviour policy.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff members 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. In this case the Headteacher will contact the parents of the child and the police, if deemed necessary.

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:

- Not taking pictures or recordings of pupils
- 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. Volunteer helpers, including parents, are given this policy to read and discuss as part of the induction process before beginning this role. A copy of this policy is also available on our school website.

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

- Use their phone to contact other parents whilst on the trip, other than those adults also supervising the trip for the purpose of the smooth running of the trip
- 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, 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 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 pupils are travelling to and from school. This information is included in the permission form required for a child to bring their mobile phone to school. This will need to be read, understood and signed by the parent or carer. Reference to this policy is also made and where it can be obtained – either on the school website or by requesting a paper copy at the school office.

Confiscated phones will be stored securely in the school office. Depending on the circumstances, the phone will either be handed back to the pupil when appropriate or the parent will be contacted and asked to collect the mobile phone from the school office on the same day.

Schools that confiscate phones from pupils become responsible for the phone at the point it is removed from the pupil. If it is damaged prior to or during confiscation, a note shall be made of such damage. The school will not accept responsibility for such damage. It will be stored securely in the school office until it is handed back to the pupil or parent, depending on the circumstances. When handing back to the pupil / parent, the pupil / parent will be asked to check and sign that the phone is in working order and is not damaged (unless such damage was caused prior to or during confiscation).

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 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
- This policy will be reviewed by the Headteacher and approved by the FGBat least every three years or earlier if needed.

This policy needs to be read alongside the DfE guidance ‘Mobile phones in schools January 2026’.
https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools#about-this-guidance

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

Pupil Code of conduct/acceptable use agreement

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

1. You may not use your mobile phone during any part of the school day, unless the teacher specifically allows you to.
2. Your phone must be handed to a member of staff and placed in the 'phone box' on arrival at school so that it can be stored securely in the school office during the school day.
3. Phones must be switched off (not just put on 'silent').
4. You must comply with a request by a member of staff to switch off, or hand over, a phone.

Failure to comply with any of the above rules is a breach of the school's Mobile Phone policy and will be dealt with accordingly

Good Practice for Use of a Mobile Phone

- You should not take photos or recordings (either video or audio) of others without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's passwords or access codes with anyone else.
- Don't 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
- Don't use your phone to send or receive anything that may be criminal.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
- Don't 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.
- Don't use your phone to view or share harmful content.

Appendix 3: 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 the above named pupil to bring his/her mobile phone to school because [he/she]:

- Travels to and from school alone
- Is a young carer
- Attends before or after-school where a mobile phone is required to contact parents
- Needs their mobile phone for medical reasons, as discussed with 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 code of conduct/acceptable use agreement.
The school reserves the right revoke permission if the pupil doesn't abide by the policy / code of conduct.
The school doesn't accept responsibility for any loss or damage to the phone whilst on site – see policy for further details.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 4: 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 staff room
- Do not take photos or recordings of pupils (unless it is your own child and has been authorised), 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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WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the wellbeing of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The wellbeing and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.