



*Educating For 'Life In All Its Fullness'*

# **Harewood C of E Primary School**

## **Mobile Phone and Device Policy**

**Date:** May 2025

**Review Date:** May 2029

**Headteacher:** A. Ratcliffe

**Chair of Governors:** J. Jayne

# School Ethos and Values

## *Educating For 'life In All Its Fullness'*

(John 10:10)

As a school, we shape what we do, to allow children and adults to develop a strong sense of their Emotional, Spiritual and Cultural self through our Christian values:



We actively work towards our children being prepared for life as active citizens in the communities and world they live in.

### **Safeguarding**

The Governing Body and staff of Harewood C of E Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

### **Equal Opportunities**

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Our inclusive curriculum will foster good relations between pupils, tackle all types of prejudice, including racism and homophobia, and promote understanding, tolerance and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.

## Contents

1. Introduction and aims .....	3
2. Roles and responsibilities .....	3
3. Use of mobile phones by staff .....	3
4. Use of mobile phones by pupils .....	5
5. Use of mobile phones by parents, volunteers and visitors .....	5
6. Loss, theft or damage .....	6
7. Monitoring and review .....	<b>Error! Bookmark not defined.</b>

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## 1. Introduction and aims

At Harewood 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 and following 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 and governing body is responsible for monitoring the policy every 4 years, reviewing it, and 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) should have personal phones switched off or on silent and are not permitted to make or receive calls, or send texts, while

children are present and 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

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

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 can use the school office number as a point of emergency contact.

### **3.2 Data protection**

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

Further information can be found in the school acceptable usage policy and data protection policy documents.

### **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 should 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 should be done using school equipment or with the prior permission of the SLT and deleted before leaving the building.

### **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 school mobile phone.

### **3.5 Work phones**

Some members of staff may be provided with a mobile phone by the school for work purposes eg After School Club.

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.

- 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 should refrain from bringing mobile phone into school wherever possible. If a child brings a phone to school it must be handed in at the school office on entry to school and collected at the end of the day. It is the child's responsibility to do this.

Pupils must not use their mobile phones on school property without permission of a member of staff.

### 4.1 Sanctions

If a pupil does not follow the no mobile phones in school rule set out above the phone will be confiscated and stored in the school office. The phone will be returned to the child once a member of staff has spoken to a parent or carer and explained that the child has not followed the school protocol for pupil mobile devices. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

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 you to search a pupil's phone if you 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.

## 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, unless it's a public event (such as a school fair). Where possible this should be only of their own child. Where other identifiable children are present in images, the images must not be shared on social media without the permission of the other family.
- 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
- Parents should have personal phones switched off or on silent and are not permitted to make or receive calls, or send texts, while children are present and during contact time with children in school or on school trips. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present

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

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 in the school office.

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 any personal mobile 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.

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

This guidance should be read in conjunction with the following school policies:

- Safeguarding and Child Protection
- ICT and Internet Acceptable Use
- Use of Digital Technologies and Social Media - LCC Guidance
- Data Protection documentation
- Staff Handbook