Rowlands Gill Primary School

Mobile Phone/Device Policy

Date Written: April 2024

Ratified by Governors: July 2026

Next Review Date: July 2028

Policy review dates:

Review Date	Changes made	By whom	Date Shared
06.03.26	Changes to include EYFS welfare requirements and extended to include all mobile devices	Lindsey Clarke	6.7.26

Aims and Purposes

At Rowlands Gill Primary School we recognise that mobile phones and devices, including smart phones/watches, are an important part of everyday life for children, parents/carers and staff together with the wider school community. We understand that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings.

Safeguarding of pupils within school and the Early Years setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and there we have implemented this policy.

In addition, there is a statutory responsibility as detailed in the Early Years Safeguarding and Welfare Requirements (para 3.6) which requires all schools to have a clear policy on the use of mobile phones and smart phones.

Our policy aims to:

- Promote safe and responsible mobile device use
- Set clear guidelines for the use of mobile devices on school premises for pupils, staff, parents, visitors and volunteers.
- Support other school policies

Roles and Responsibilities

All staff are responsible for enforcing this policy.
Volunteers, or anyone else engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

Pupil Use of Mobile Phones/Devices

We recognise that pupils may need a mobile device to play a part in securing their personal safety before and after school and on the journey to and from school. Our expectation is that pupils will be collected by an adult or responsible person, except for those in Year 5 and Year 6 who may have written permission to walk to and from school on their own. Therefore, only those children in Year 5 and 6 who have permission to walk home alone have a genuine need to bring a mobile phone/device to school. The school has adopted the following best use policy for pupils:

- Children in Year 5 and Year 6 may bring a mobile device to school however they do so entirely at their own risk.
- Any device brought to school must be switched off before entering the school site and must remain switched off until the child has left the school grounds.
- Children must not use a personal mobile device (mobile phone, smart phone or smart watch) anywhere on school site during the school day. This includes at after school clubs and while attending school trips/residentials.
- Any device should be given to the class teacher upon arrival at school and it will be stored in a tray in a locked cupboard in the classroom and can be collected at the end of the school day.
- Children must not, under any circumstances, attempt to access their own or any other mobile device during the school day.

Parents must use the main 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 phone or device during the school day.

The school accepts no responsibility for any loss or damage whilst any personal mobile device is on school premises.

Inappropriate Use of Mobile Phones/Devices

If any child is found using a mobile device or smart device during school time, it will be confiscated and sent to the main office where it can be collected by a parent/guardian at the end of the day.

If a child is found to be taking photographs or videos of pupils or staff, this will be regarded as a serious offence and the Headteacher or Deputy Headteacher will be informed, and the device used will not be returned until the matter has been investigated and the images deleted.

If we have reason to believe a device contains pornographic content, or if it is being/has been used to commit an offence or cause personal injury, staff have the power to search children's devices, as set out in the DfE's guidance on searching, screening and confiscation. This will always be done by a member of the SLT, taking care not to delete any content which could be used as evidence. 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 based on any protected characteristic e.g. ethnicity, sexual orientation

In all such instances, the parent/guardian will be contacted by a member of the Senior Leadership Team.

For a pupil in Year 5 or Year 6 to be able to bring a mobile phone/device into school, a parent and the pupil must sign and agree to abide by the Parent and Pupil Mobile Phone/Device Agreement – see Appendix 1.

Staff Use of Mobile Phones

Staff (including Governors, supply staff, contractors and anyone else otherwise involved/employed by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones/devices must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room, offices or empty classroom). Staff mobile phones should be kept in the classroom cupboard when in class with the children. There may be circumstances in which it is appropriate for a member of staff to have use of their device when with children. For instance:

- For emergency contact by a family member (approved in advance by the Headteacher)
- During an emergency lockdown
- During educational/off site visits where the use is permitted to facilitate the health and safety of staff, pupils and volunteers
- Using multi-factor authentication to access work related applications.

In these circumstances, staff should use their mobile phones/devices in an appropriate and professional manner, in line with our Staff Behaviour Policy which includes the following reminders.

- All staff's personal mobile phones are kept in the classroom cupboard, office or staff lockers.

- Staff who refuse to comply with the policy or who are found to be in breach of the Staff Behaviour Policy will face disciplinary action.

- Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.

- During off-site visits staff take school trip walkie talkies to contact one another. They take their personal mobile phone for use in emergency only.

- In the event of suspicion that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be recorded and then the Headteacher and the Designated Safeguarding Lead would be informed.

- Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites, and to be aware of the risks to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their privacy settings are robust.

Staff must not use their mobile phones/devices to take photographs or recordings of children, 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. A class iPad is provided for this purpose.

The Headteacher will decide on a case-by-basis whether to allow for special arrangements of the above.

Staff will be required to read and agree to accept the terms of this policy as part of the annual Safeguarding Policy requirements. This includes signing to confirm acceptance, understanding an adherence to the policy.

Early Years

Our entire Early Years department (which includes Reception and Nursery class) is a 'Mobile Free Zone'. There are signs displayed on entry to this area to ensure all staff and visitors are aware of the expectations. Mobile phones and other devices must be placed in the Reception classroom cupboard or the Nursery kitchen, from the time the person enters this area until they leave.

The exception to this is staff use when the children are not in the classroom and the use of school or LA controlled devices which are appropriately monitored via the employer.

Safeguarding

Staff must refrain from giving their personal contact details to parents or children, 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 children. Similar details and guidance can be found in the ICT Acceptable Use Policy.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's Staff Disciplinary Policy for more information.

Use of Mobile Phones/Devices by Parents, Volunteers and Visitors

Parents, visitors and volunteers must adhere to this policy if they are on the school site during the school day or supporting on an off-site activity e.g. a trip.

This means:

- Not taking pictures or recordings of children, unless it is of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media without consent;
- Switching off all personal mobile phones/devices when volunteering in classrooms, or when working with children.

Parents, visitors and volunteers will be informed of the rules for mobile phones/devices use when they sign in at the main office or attend an event at school.

Parents or volunteers supervising trips are also responsible for enforcing the school's mobile phone/device policy for children using their phones and devices.

Parents must use the main 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 phone or device during the school day.

There is signage across the school reminding all visitors of the requirement for phones to be turned off and put away when in the building.

Loss, Theft or Damage

The school accepts no responsibility for the loss, theft or damage of any mobile phone or electronic devices brought into school.

Staff and Pupils must secure their personal devices as much as possible, including using passwords or pin codes to protect access to the phones/devices functions.

Lost phones/devices should be handed to the main office. The school will then attempt to contact the owner.

Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account relevant advice from the Department for Education, the local authority or other relevant organisations.

Appendix 1 – Parent and Pupil Mobile Phone/Device Agreement

Pupil Name: _____Class: _____

Mobile Phone Number: _____

Reason for phone/device in school: _____

Please consider whether it is absolutely essential that your child brings a mobile device to school. If your child is brought to and collected from school by an adult, they have no need to have a phone/device in school.

Agreement by Parent/Carer:

- I have read and understood the contents of this policy.
- I will ensure my child understands that their mobile phone/device must be switched off before entering the school site and must remain switched off until they have left the school grounds.
- I will ensure my child understands that they must not use a personal mobile device (mobile phone, smart phone or smart watch) anywhere on school site during the school day. This includes at after school clubs and while attending school trips/residentials.
- I will ensure my child understands that their phone/device must be given directly to the class teacher upon arrival at school and that the mobile device may not be kept on their person during the school day and they must not, under any circumstances, attempt to access their own, or any other personal mobile device during the school day.
- I accept responsibility for the personal mobile phone/device that my child has brought onto the school premises. I understand that the school does not accept any liability for loss or damage to the phone.
- I understand that my child has the responsibility of collecting the phone/device from the teacher at the end of the school day.

Parent/Carer Name: *Please Print in full*	
Relationship to the child:	
Parent/Carer Signature:	
Date:	

Agreement by Pupil:

- I understand that my mobile phone/device must be switched off before entering the school site and must remain switched off until I have left the school grounds.

- I understand that I must not use a personal mobile device (e.g. mobile phone, smart phone or smart watch) anywhere on school site during the school day. This includes at after school clubs and while attending school trips/residentials.

- I understand that I must give my phone and/or device directly to the class teacher upon arrival at school and I will not, under any circumstances, attempt to access my own or any other mobile device during the school day.

- I understand that I am responsible for collecting my phone and/or device from the teacher at the end of the school day.

Pupil Name:	
Pupil Signature:	
Date:	