



Aldermoor Farm Primary School  
Mobile Phone Policy  
September 2024

## **Introduction and aims**

At Aldermoor Farm Primary School we recognise that mobile phones, including smart phones and watches, 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/carers and volunteers • Support the school's other policies, especially those related to child protection and behaviour

Other policies to read alongside this, are the

- Behaviour Policy
- Anti-bullying Policy
- Child Protection Policy

## **Roles and responsibilities Staff and Governors**

- 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.
- Governors will assist in reviewing and updating the policy as necessary.

## **Use of mobile phones by staff Personal mobile phones and smart watches**

Staff (including volunteers, 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 and smart watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). In addition to this staff should not use their mobile phones or smart watches in the staffroom or office areas if children are present.

## **Safeguarding**

See safeguarding policy.

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/smart watches 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.

## **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

- [Multi-factor authentication](#)
- Supervising residential visits Please also see Educational Visits Policy.

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

### **School phones**

Some members of staff are sometimes 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.

Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **Use of mobile phones by pupils**

Some children may bring a mobile phone to school for safety reasons, as they may be developing independence and may be walking to school on their own.

Pupils are not allowed to use mobile phones during the school day and they must be given to the adult on the classroom door in the morning and stored securely in a locked classroom cupboard during the day. The school **does not** accept responsibility for the loss **or damage** of any items. ALL pupils bring these items at their own risk.

Pupils are NOT allowed to bring/wear smart watches at school.

If pupils are in breach of the policy, phones will be confiscated and kept securely until the end of the school day, when they will be handed over to a parent or guardian (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). **Where necessary, we will follow the school's behaviour policy to apply appropriate sanctions.**

Staff have the power to search pupil's 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.

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.

### **Medical needs**

Some pupils may require a mobile phone (or similar device) to monitor medical conditions throughout the school day and will require the device to be in proximity. Where this happens, this is considered on a case-by-case basis with the Pastoral Team and Headteacher, ensuring that the device does not impede their learning or the learning of other pupils.

### **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.

Aldermoor Primary 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. Confiscated phones will be stored in the class teacher's locked cupboard, to be collected by a parent or guardian.

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

The information provided in this policy also applies to pupils and staff attending out-of-school trips.