

Gaddesby Primary School



Mobile Phone Policy

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Gaddesby Primary School – Mobile Phone Policy

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1. Introduction and aims

At Gaddesby Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers 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

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. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

4. Use of mobile phones and smart devices by staff

At Gaddesby Primary School, any reference to the use of mobile phones includes the use of smart watches and other mobile devices that have the capacity to send and/or receive personal calls or messages.

4.1 Personal mobile phones/smart watches

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send messages, in the presence of children or during contact time (time that staff are employed to fulfil the duties outlined in their contract). Use of personal mobile phones and smart watches must be restricted to non-contact time (e.g. whilst taking an agreed break from work duties), and/or to areas of the school where pupils are not present and would not normally access. These areas have been agreed as:

- In the car park or outside of the school's perimeter fence.
- In the staffroom
- In the school office (back office only), Headteacher office or Deputy Headteacher/SENDSCO office
- In the PPA room or the school kitchen

There may be circumstances where a member of staff needs to be contactable during their contracted contact time. Staff should provide the school's telephone number to friends, family and other important contacts, so that the need for using a mobile phone is minimised further. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. Where it is not possible to make contact with the school office (e.g. contact is required outside of the office staff's hours of work), the following instances may be viewed as an appropriate reason to be contacted on their mobile phone, but permission must be granted by the Headteacher or Deputy Headteacher first:

- For emergency contact by their child, or their child's school where this is likely
- 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.

Where permission for being contacted on their mobile phone has been granted, the member of staff must move to one of the approved areas listed above to continue with their call.

The restrictions on the use of mobile devices includes reading or responding to personal messages on smart watches or other mobile devices during work contact time.

If special arrangements are not deemed necessary, school staff can use the school office as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found by viewing the school's data protection policy.

4.3 Safeguarding

Staff must never give their personal contact details to parents/carers 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/carers or pupils. All contact between staff and parents must be professional and using the platforms as agreed by the school and/or using school devices.

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.

There are occasions where for security purposes, staff need to use their personal device in school in order to authenticate their identity when logging onto school applications such as CPOMS or MS One Drive.

Staff are permitted to access the school's Wifi on their personal devices and mobile phones, but should be aware that all sites accessed through the school's Wifi are monitored and tracked for safeguarding reasons. Internet use on personal devices at work should therefore reflect the school's ethos and values and be appropriate websites for a member of staff to be accessing.

4.4 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

Where possible, the school will provide staff on a trip with a school mobile phone so that the use of personal devices is only in an emergency. Staff have iPads to be able to take photographs.

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/carers. If necessary, contact must be made via the school office or if this is not possible, by withholding their number by dialling 141 before entering the number to be contacted.

4.5 Work phones

There will be instances where some members of staff are 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.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. Use of mobile phones and smart devices by pupils

The school recommend against the bringing of mobile phones to school for the following reasons:

- As with clothing that is not part of the agreed school uniform, having the latest mobile phone can result in other children feeling left out or it can become a basis for bullying and discrimination.
- Whilst we do not permit children to have mobiles phones on them during the school day, if they are permitted to bring it to school, they will be able to access online apps immediately prior to and after school without supervision. We have needed to manage online behaviour incidents with children at Gaddesby whose online behaviour has not been appropriate during these times.

- Many of the applications that are popular with children are not considered to be appropriate for children who are primary age (WhatsApp 16+, Snapchat 13+, TikTok 13+). We have encountered problems arising from children using these applications before and after school.

5.1 Mobile Phones

We do however appreciate that some parents may want their child to be contactable, or for their child to be able to ring them, in the short periods before and after school where they also walk to and from school without adult supervision. The rules for being able to bring a mobile phone or smart device to school are outlined below:

- Only children whose parents have given written/Arbor permission for them to walk home alone are permitted to bring a mobile phone into school.
- Any parent who wants their child to bring their mobile phone into school must complete a permission form as shown in this policy and on the school website.
- Mobile phones are collected from the children by staff on arrival in the classroom. They are then stored in the school office until they are given back at the end of the day. The school office is either staffed or locked.
- All mobile phones must be clearly labelled to ensure that staff are able to return them to the rightful owner.
- Children are not permitted to use a mobile phone, or smart watch that is able to send or receive messages/calls, at any time during the school day (between 8:35 and 3:20) on the school premises.

5.2 Smartwatches and Smart Devices

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smartwatches are not permitted in school for the following reasons:

- Children may be able to use their smartwatch to communicate via text, even if their phone has been handed in on arrival at school.
- Smartwatches can be used to take photos or videos, this is only permitted on school devices.
- Smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal.

If a child does come to school with a smartwatch, it will be confiscated and parents informed that they are under no circumstances permitted in school.

5.3 Sanctions

There may be occasions where the school needs to apply sanctions in line with the school behaviour policy where there has been inappropriate use of a mobile phone that is impacting on the wellbeing or safety of other children.

- Where there is an allegation of online bullying using mobile phones, the school may request to view content on a child's mobile phone to review evidence. Parents would usually be contacted first unless there is a safeguarding or other reason not to.
- Schools 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.
- Where there is reasonable reason to do so and/or a child has not complied with school rules, schools are permitted to confiscate phones under sections 91 and 94 of the [Education and Inspections Act 2006](#).
- If they are confiscated, parents will be contacted and they will be asked to collect the phone on behalf of their child.

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

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including Local Advisory Board members 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), or of their own child.
- 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/carers, 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.

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

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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/carers 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.

7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled with a named sticker or similar and are handed in to staff on arrival at school so that they can be 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.

We will make sure pupils and parents/carers are aware of the disclaimer above by:

- Providing parents with a copy of our policy when requesting permission for their child to bring a phone into school.
- Making a copy of our policy available on the school website and sharing it with all parents.
- Include disclaimers in our permission forms for bringing a phone to school.

If there is a need to confiscate mobile phones where a pupil has not abided with the terms of the policy, these will be stored in the school office which is always locked when no staff are present.

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

8. 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/carers 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 shared with the local governing body and made available to staff and parents for comment on the school website.

GADDESBY PRIMARY SCHOOL PARENT FORM

MOBILE PHONE PERMISSION

Your Name:	
Pupil's Name:	
Your Relationship to pupil:	

MOBILE PHONE POLICY:

Gaddesby Primary School recommends against the bringing of mobile phones to school for the following reasons:

- Having the latest mobile phone can result in other children feeling left out or it can become a basis for bullying and discrimination.
- Children will be able to access online apps without supervision whilst on their way to or from school. The school have previously needed to manage behaviour incidents with children at Gaddesby whose online behaviour has not been appropriate during these times.
- Many of the applications that are popular with children are not considered to be appropriate for children who are primary age (WhatsApp 16+, Snapchat 13+, TikTok 13+). The school have encountered problems arising from children using these applications previously.

However, we appreciate that some parents may want their child to be contactable, or for their child to be able to ring them, in the short periods before and after school where they also walk without adult supervision. This permission form is for those purposes.

Please complete all of the information below if you wish to proceed with giving your permission.

Have you read the School Mobile Phone policy? **Yes/No**

1) Please provide a reason for why you want to give permission for your child to bring a mobile phone to school.

Please tick all that are applicable:

- ☐ To enable contact between parents and children when traveling to and from school alone
- ☐ To support my child's medical needs
- ☐ Other reason (please state) _____

By giving permission for your child to bring their mobile phone to school, you are agreeing to all aspects of the school's mobile phone policy. This permission is valid until your child leaves Gaddesby Primary School at the end of year 6.

Signature:	
Date:	



MOBILE PHONES etc

At Gaddesby Primary School, we recognise that mobile phones, including smart phones and watches, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. We have a mobile phone policy that promotes and sets the example for safe, responsible phone use by setting clear guidelines that reduce some of the safeguarding risks for children. You can read this policy in full on our school website. This page provides parents and carers with a summary of the key points from the policy in relation to their child's mobile phone use in school.

Can children bring their mobile phone or smartwatch to school?



The school does not permit the use of smartwatches or similar devices because:

- Children may be able to use their smartwatch to communicate by text, even if their phone has been handed in on arrival at school.
- Smartwatches can be used to take photos or videos, this is only permitted on school devices.
- Smartwatches are often smaller than mobile phones, and at a distance can look like regular watches, so might be easier to conceal.

The school recommends against children bringing a mobile phone to school for the following reasons:



- Having the latest mobile phone in school can result in other children feeling left out or can become a basis for bullying and discrimination.
- It is well known that safe and responsible online and phone use for primary age children is best developed under the supervision of an adult. Children are able to access online content without supervision whilst on their way to or from school.
- Unsupervised online access can result in children being exposed to inappropriate content by using Apps that are not age appropriate (e.g. WhatsApp - age 16+, Snapchat - age 13+, TikTok - age 13+)
- The school have experienced a rise in inappropriate and unsafe internet use by primary children in the times immediately before and after school.

However, we appreciate that some parents/carers may want older children to be contactable, or to be able to ring them, in the periods before and after school when they are without adult supervision.

How do I give permission for my child to bring a mobile phone to school?



Be in years 5 or 6

Your child needs to be in year 5 or 6 at school.



Walk home alone

Your child needs to have written permission to walk home alone.



Parent's permission

Hand a completed mobile phone permission form into the school office.



Hand phone in on arrival

Agree to your child handing in their phone to school staff on arrival at school.



Agree to Mobile Phone Policy

Agree to comply with all aspects of the school's mobile phone policy.

If you do need your child to bring their mobile phone to school, please read the mobile phone policy on our school website, and hand a completed mobile phone permission form into the school office. This form can be found in the same place as the policy on the school website.