

Harwood Meadows Primary School



MOBILE PHONE POLICY

Version and Date		Action/Notes
1.0	February 2024	Reviewed by JB
1.1	February 2025	Reviewed by JB
1.2	February 2026	Reviewed by JB

1. Policy Statement

This policy is written in line with the UK Government guidance **Mobile phones in schools** and reflects our commitment to:

- Safeguarding and promoting the welfare of children
- Maintaining a calm, focused learning environment
- Reducing distraction and disruption
- Protecting pupils and staff from bullying, harassment, and misuse of technology

Mobile phones and personal smart devices (e.g. smart watches) are not permitted for use by pupils during the school day. Staff and visitors are also subject to clear expectations outlined below.

2. Scope

This policy applies to:

- Pupils
- Teaching and support staff
- Volunteers and governors
- Visitors, including parents/carers
- Contractors working on site

The policy applies during the school day, before- and after-school provision, educational visits, and any school-organised activity.

3. Staff Use of Mobile Phones

3.1 General Principles

Staff are role models and must demonstrate safe, responsible, and professional use of technology at all times.

3.2 Storage During Working Hours

- Personal mobile phones belonging to members of staff **must be kept in the lockers provided during working hours.**
- Phones must remain locked away and not accessible to staff during teaching or supervisory duties.
- Exceptions will only be made in unusual or extreme circumstances and **only with the permission of the Headteacher.**
- Use of smart technology e.g. watches, is permitted for staff. Staff must demonstrate safe, responsible, and professional use of technology at all times. For example, there should be no personal communication use in front of pupils and no recording or photographing pupils on personal devices.

3.3 Urgent Personal Calls

If a member of staff needs to make an urgent personal call:

- They must use the **school phone**, or
- Make the call from their personal mobile away from the children

Such calls must not interfere with professional duties.

3.4 Prohibited Use

Staff may not use their personal mobile phones:

- During lesson time
- Whilst on playground duty
- Whilst supervising pupils
- Whilst working in the out-of-school club
- During any time pupils are in their care

This includes:

- Taking or making calls
- Sending or receiving text messages
- Using social media
- Checking notifications

All personal mobile phones must be locked away during these times.

3.5 Photography and Recording

- Staff must not use personal mobile phones to take photographs or videos of children.
- Any photographic or video recording must be carried out using school equipment in line with the school's Safeguarding and Data Protection policies.

3.6 Non-Contact Time

Whilst use of mobile phones is permitted during non-contact time, usage should be restricted so that it does not detract from the working day or professional responsibilities.

4. Children's Use of Mobile Phones

4.1 General Rule

Whilst we understand that some children have mobile phones, **they are not permitted to use them in school.**

This includes:

- Before school once on site
- During breaktimes
- During lunchtime
- During after-school provision

4.2 Bringing a Phone to School

Where parents deem it necessary for their child to bring a mobile phone to school (e.g. for travel to and from school):

- The phone must be switched off / away before entering the school premises.
- The phone must be handed to the class teacher immediately on arrival.
- The phone will be kept securely until the end of the school day.

The school does not accept responsibility for loss or damage to mobile phones brought into school by children.

4.3 Lost or Missing Phones

If a mobile phone or other valuable item goes missing, the following procedure will be followed:

- Pupils will be verbally asked if they know the whereabouts of the item or have any information regarding its disappearance.
- If, after 2 days, the item has not been found, a text message will be sent to all parents/carers informing them of the missing item.

The school will not conduct searches unless appropriate under behaviour and safeguarding policies.

4.4 Misuse

If a pupil is found using a mobile phone in school:

- The device will be confiscated.
- Parents/carers may be required to collect the device.
- Further sanctions may be applied in line with the Behaviour Policy.

5. Visitors' Use of Mobile Phones

Parents, carers, students, and all other visitors:

- Must not use mobile phones or any other device to take photographs or recordings on school premises.
- Must not use mobile phones in a way that disrupts the school environment.

Photography is only permitted where **explicit permission has been given by the school**, for example:

- Christmas productions
- Assemblies
- Special performances

Visitors may be asked to stop using their phone or leave the premises if they do not comply.

6. Safeguarding and Data Protection

Improper use of mobile phones can:

- Compromise pupil safeguarding
- Breach data protection law
- Lead to cyberbullying or online harm

All members of the school community must adhere to safeguarding procedures and report concerns immediately to the Designated Safeguarding Lead (DSL).

7. Monitoring and Review

This policy will be reviewed annually or earlier if:

- Government guidance changes
- Safeguarding updates require amendments
- Operational issues arise