



MOBILE PHONES/DEVICES IN SCHOOL

(Pupils, Staff and Visitors)

Date Submitted to Governing Board: September 2026

Date Approved by Governing Board: September 2026

Date Scheduled for Review: September 2029

Introduction and aims

At Bersted Green we recognise that mobile phones, including smart phones, smart watches and mobile devices, 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

Things that have happened in UK schools and why we need to ensure all our pupils and adults are safe.

- Use of mobile devices for up-skirting and obtaining imagery of genitals
- Adults taking pictures of children for theirs and others' sexual gratification
- Pornography and violent content accessed by children's own internet connectivity whilst in school
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity
- Inappropriate and violent games accessed and played including 'Blue Whale' which requests users to undertake a series of tasks; the final one being suicide
- Pornographic and violent interpretations of known children's cartoons etc. accessed inadvertently
- Inappropriate and 'dangerous' material stored on personal devices by family members, then accessed without internet connectivity in school
- Pupils contacting family members/ birth family against parental permission
- Pupils taking pictures and videos of staff, creating memes and using VI to distort images, meaning and publishing online, leading to suspension and disciplinary action
- Using images taken of other pupils for bullying and humiliation on social media
- Sharing of personal data on social media inappropriately

Roles and responsibilities

Staff

- All staff (including teachers, support staff, visitors and supply staff) are responsible for enforcing this policy.
- All staff are being protected by the procedures in this policy.

- Staff must also secure their personal phones/devices, including using passwords or pin codes to protect access to the phone's functions, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- Volunteers, visitors or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception.
- Staff need to use the *Record of Concern About an Adult* form, or contact the Headteacher, should this policy be breached. These forms must be given/ emailed to the Headteacher.
- The Head teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones/devices by staff

Personal mobile phones/devices

Use of mobile phones/devices including smart watches for personal business is restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room and offices.

In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call Reception as personal phones will be not be accessible during lessons.

The Head teacher 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.

Data protection

See the schools' policies on Data Protection

- Staff should restrict the use their personal mobile phones/devices to process personal data, or any other confidential school information, to what is necessary and sanctioned, for example the use of CPOMS when other devices are not accessible;
- Staff should use school devices to input or process data, or take pictures etc, where practicable – not personal devices if sensibly avoidable. In the cases where it is only practicable to use a personal device, the Headteacher should be made aware and satisfied that eg the photo has been deleted after appropriate use (including from any cloud storage or similar).
- Staff can access website programmes that access data on external servers such as Dojo, though should never download content onto their personal devices.
- Staff should maintain awareness that any data held on a personal device pertaining to a pupil at the school could be required to be submitted for a Subject Access Request.

Safeguarding

See the schools' policies on Safeguarding; See the schools' policies on IT

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so
- Staff must avoid publicising their personal 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, without checking with the Headteacher (in cases where it other devices are not practicable to use)
- If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment where at all practicable.
- Information/ images/data cannot be downloaded to a personal device without being immediately deleted after necessary use within the same working day (including from cloud storage etc).

Using personal mobiles for work purposes

See the school's policies on educational visits. See the schools' policies on supervising residential visits

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 and supervising off-site trips

In these circumstances, staff will:

Use their mobile phones/devices in an appropriate and professional manner, in line with our staff code of conduct

Not use their phones/devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. In the rare event that this may be necessary and there is no suitable alternative, an exception may be granted by the Headteacher with assurance that the data will be deleted immediately after the necessary use (including from cloud storage).

Refrain from using their phones/devices to contact parents unless absolutely necessary. Contact can normally be made via the school office.

Work phones

Some members of staff are provided with a mobile phone/device 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/device 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 always appropriate and professional, in line with our staff code of conduct.

Sanctions

See the schools' Disciplinary Procedures

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

Use of mobile phones/devices by pupils

We recognize that many older pupils are allowed to bring a mobile to school by their parents/carers. They must hand it in upon arrival to the Teacher who will return it at the end of the school day.

Personal phones/ tablets / smart watches or other devices that can be used to access the internet and/or have cameras are not allowed to be on a child's person during the day, on school trips during the day nor at extra curricular clubs (specific personal circumstances will be considered on a risk-assessed basis).

The school strongly encourages parents/carers to monitor their children's phone use carefully.

Sanctions

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Designated school staff have the power to search pupils' phones/devices, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if we 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.
- If they are confiscated, parents/carers will be contacted to collect the phone/device
- 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; 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

Use of mobile phones/devices 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 on school grounds or school trips or when working with pupils

Not posting any images/data about the school on social media without consent

Parents, 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 or volunteers supervising school trips or residential visits must not:

Use their phone /device to make contact with other parents

Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in this policy.

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.

At a school performance/sports day/event parents may take a photo of their child/children only. Any photos or videos MUST NOT be shared on social media or with other families if another child is included.

Loss, theft or damage

Pupils bringing phones/devices to school must ensure that phones are appropriately labelled

Pupils must secure their phones /devices 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/devices 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/devices will be stored in the school office in a secure location until collected.

Lost phones should be returned to Reception. 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

Feedback from parents 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

Appendix: mobile phone information slip for visitors

Visitors: Use of mobile phones in our school

Please keep your mobile phone/device on silent/vibrate while on the school grounds.

Please do not use phones/devices where pupils are present. If you must use your phone, you may go to the Staffroom. Do not take photos or recordings of pupils (including your own child), or staff

Do not use your phone/device when working with pupils

The school accepts no responsibility for phones/devices that are lost, damaged or stolen while you are on the school grounds. A full copy of our mobile phone/device policy is available from the school office.