

**Believe and Achieve**



## **Mobile Phone Policy**

**J Bartle**

**N Hill**

**HEAD TEACHER**

**CHAIR OF GOVERNORS**

**January 2026**

**January 2027**

**DATE**

**DATE TO BE REVIEWED**

## 1. Introduction and aims

At Coxhoe Primary School we recognise that mobile phones, including smart phones, 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, online safety 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. Roles and responsibilities

### 2.1 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.

Rhian Storey (Deputy Headteacher) is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

## 3. Use of mobile phones by staff

### 3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). They should be kept in a locker/in the staff room.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- SLT needing to use two factor authentication to access emails/CPOMS/One Drive
- 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.

If special arrangements are not deemed necessary, school staff can use the school office number 0191 3770294 as a point of emergency contact.

### 3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. More information can be found in the Online Safety Policy.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents 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 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. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

SLT may need to use their mobile phones to access two factor authentication. Staff mobile phones should not be connected to the schools WiFi.

### **3.4 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

If a mobile phone needs to be used to contact a parent on these trips, it should be done via the school mobile phone.

Under exceptional circumstances, permission can be gained from a member of the SLT to use a personal mobile phone.

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
- Their number will be withheld.

### **3.5 Work phones**

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.

### **3.6 Sanctions**

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

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

## 4. Use of mobile phones by pupils

- Only children in years 5 and 6 are permitted to bring their mobile phone to school. This should only be done if:
  - Travelling to school by themselves
  - Young carers who need to be contactable
  - Going to a different parents/grandparent's house on the evening
- When pupils bring their phone into school, they must be turned off and given to the adult in their class where they will be stored in a clearly labelled bag.
- Their name will then be given a tick on a laminated sheet to show that their phone has been handed in – this will then be rubbed off when they collect it at the end of the day.
- Pupils and parents must complete the mobile phone consent form (online) and contract before bringing their phone into school.
- Pupils are not allowed to use their mobile phone during the school day.
- Pupils should use their phone respectfully & safely on their way to and from school.

### 4.1 Sanctions

If children are in breach of this policy, phones will be confiscated and a parent/carer must retrieve it from the school office. More information can be found in the online safety policy.

If children are seen to be using their mobile phone inappropriately on the way to or from school, their right to walk home independently will be reconsidered.

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
- Taking photos and videos without consent

## 5. Use of mobile phones 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
- 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, 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 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 section 4 above.

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.

## 6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely.

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 parents and pupils aware of this by:

- Put signs up in the Y5 and Y6 classrooms
- Include disclaimers in your permission forms for bringing a phone to school

Confiscated phones will be stored in the school office in a locked cupboard or drawer.

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

## 7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on 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 1 – Letter for bringing a phone to school (to be completed on Microsoft forms – paper copies available upon request)**

<b>PUPIL DETAILS</b>	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	

I give permission for \_\_\_\_\_ to bring their mobile phone to school because they  
(Please tick as appropriate):

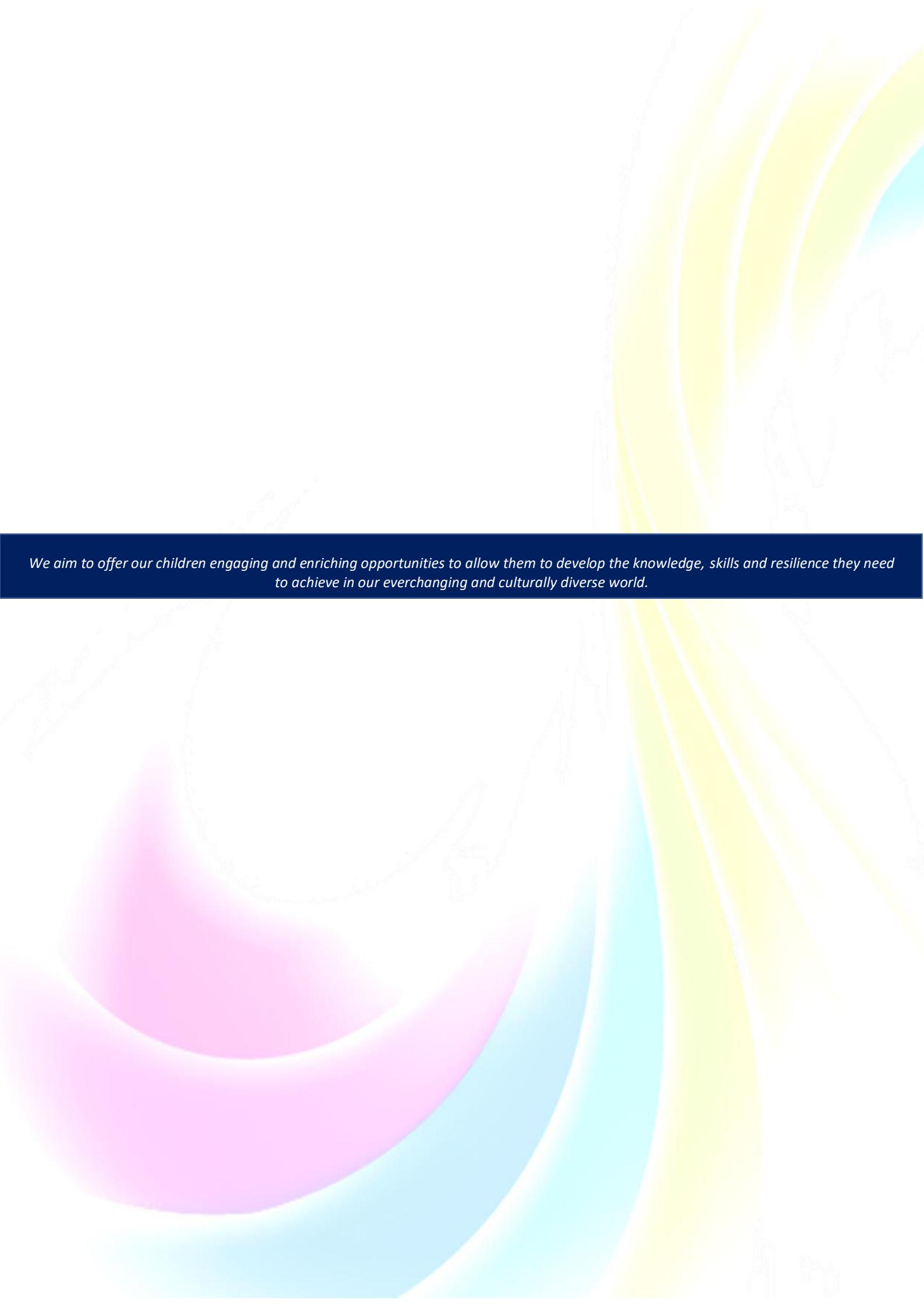
- Travel to and from school alone
- Are a young carer
- Are being collected by a different adult
- Other reason \_\_\_\_\_

Pupils who bring a mobile phone to school must abide by the school's policy on online safety, the use of mobile phones and acceptable use policy.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: \_\_\_\_\_

<b>FOR SCHOOL USE ONLY</b>	
<b>Authorised by:</b>	
<b>Date:</b>	



*We aim to offer our children engaging and enriching opportunities to allow them to develop the knowledge, skills and resilience they need to achieve in our everchanging and culturally diverse world.*