



Mobile Phone Statement 2025 - 2027

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*Publication on website			
Alliance Schools Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Alliance Schools Trust Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Alliance Schools Trust Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate e.g. Anti-bullying	Approved by Local School Board.

At Watling Primary School, we follow the DfE Statutory guidance on the use of mobile phones in schools.

While we recognise that mobile phones, including smart phones, are an important part of everyday life for members of our school community (pupils, parents, carers, staff, volunteers and visitors) we recognise the need for clear guidelines for the safe and responsible use of mobile phones in school. We need to acknowledge and address some of the challenges the use of mobile phones pose, such as:

- risks to child protection
- data protection issues
- potential for disruption to learning
- risk of theft, loss, or damage
- inappropriate use of technology in the school environment

USE OF MOBILE PHONES BY STAFF FOR PERSONAL PURPOSES

Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. The use of mobile phones for personal purposes is restricted to non-teaching time and to areas of the school where pupils are not present e.g. staff room, staff work room.

We acknowledge that there may be extenuating circumstances in which it is necessary for a member of staff to have access to their phone during working hours.

Examples of this are:

- in the case of acutely ill dependents or family members
- when the member of staff is waiting for an important phone call e.g. from a Doctor

The Headteacher will decide on a case-by-basis whether to authorise such arrangements.

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

USE OF MOBILE PHONES BY STAFF FOR WORK PURPOSES

Staff should not use their mobile phones for general work purposes or, in particular, to process personal data, or any other confidential school information.

If it is necessary to take photos or recordings as part of a lesson, school trip or other activity, this should be done using school equipment, whenever possible.

There are a limited number of circumstances in which a member of staff may need to use their mobile phone for work purposes, for example:

- when accessing dual factor authentication codes

- when members of the Site Team need to liaise with contractors
- in case of an emergency evacuation
- when supervising children who present a flight risk who have left the school building
- when making home visits to children and their families
- when supervising off-site trips
- when supervising residential visits

USE OF MOBILE PHONES BY PARENTS, CARERS, VOLUNTEERS AND VISITORS

Parents, carers, visitors and volunteers (including members of the Local School Board of Governors) must always adhere to these guidelines when they are on the school premises.

This means:

- **not** directly taking pictures or recordings of pupils at special school events, other than their own child
- only using photographs or video recordings for their own personal use if they do not contain images or footage of other children
- **not** posting any photographs or video recordings of school events which contain images or footage of other children on social media sites
- 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 special event at school.

USE OF MOBILE PHONES BY PUPILS

At Watling Primary School we actively discourage children from bringing mobile phones to school.

We recognise that children in Key Stage 2 who make their own way to and from school, may carry a mobile phone to contact their families in the case of an emergency.

In such cases, children will be expected to hand their phone to their Class Teacher at morning registration, ensuring that it is either turned off or switched to silent mode. All phones will be stored in a secure place and will be returned to children at the end of the school day.

Adaptations and reasonable adjustments will be made where a child needs access to a mobile phone due to a disability or where mobile phone use allows a pupil to manage a diagnosed medical condition effectively.

If a pupil is found to be in breach of these guidelines, school staff reserve the right to confiscate the mobile phone under sections 91 and 94 of the Education and Inspections Act 2006).

On the first occasion, confiscated phones will be stored securely by the Class Teacher and will be returned to the pupil at the end of the school day.

Should a pupil's phone have to be confiscated on more than one occasion, the phone will be stored securely at the main office and a member of the Admin Team will contact the parent or carer to inform them that they will need to come to school to collect the device.

As set out in the Department for Education advice on Searching, Screening and Confiscation, school staff have the right to search a pupil's phone if they have reason to believe it:

- contains pornographic images
- is being, or has been, used to commit an offence or cause personal injury
- contains evidence relating to suspected criminal behaviour
- contains evidence of certain types of conduct e.g. bullying or harassment, consensual or non-consensual sharing of nude or semi-nude images or videos
- contains threats of violence or assault
- contains abusive calls, emails, voicemails, messages or social media posts directed at someone based on a protected characteristic

The school takes such conduct extremely seriously and will not hesitate to involve the police or other agencies as appropriate.

LOSS, THEFT OR DAMAGE

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, during school visits or trips, or while pupils are travelling to and from school.