



## Mobile Phone Policy

### Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

**VISION STATEMENT**

*Everyone Aims High  
Everyone is included  
Creativity is valued*

**VALUES**

*Respect, Inclusion, Lifelong learning, High Aspirations, Resilience,  
Communication.*



**Approved by Governing Body**

**Date : October 2025**

**MOBILE PHONE POLICY**

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## 1. Introduction and aims

At Mission Grove Primary School we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents / carers, visitors 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 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 consistently 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.

This policy will be monitored and reviewed on an annual basis. This policy will be taken to the Governing Body for ratification.

## 4. Use of mobile phones by staff

### 4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present, for example in classrooms and playgrounds.

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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number 0208 520 3487 as a point of emergency contact.

#### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal 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).

Please refer to the school's G D P R Policy and Acceptable Use Policy.

#### **4.3 Safeguarding**

Staff must not 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.

Staff must not use their personal 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 / educational visit / activity, this must be done using school equipment.

#### **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:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- SLT communication method throughout the day

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

#### **4.5 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 the 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 by pupils**

Year Six children can bring mobile phones into school. A signed consent form from the parents is required before the child can bring the phone into school and the phone must be switched off and left in the main office on arrival and collected at the end of the day. All mobile phones brought into school by pupils are to be signed in and out.

### **5.1 Use of smartwatches by pupils**

Smartwatches are not allowed in school.

### **5.2 Sanctions**

If a pupil is found to have a mobile phone with them and not checked into the office, it will be removed, taken to the office and can be collected at the end of the day. Parents will be contacted and asked to complete the consent form.

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

Parents / carers, 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, unless it's at 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
- Mobile phones to be switched off when in certain areas of the school, eg staff offices, foyers, classrooms

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 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 their personal mobile during the school day.

## **7. Loss, theft or damage**

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled.

Pupils must secure their mobile 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.

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 staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

## 11. Appendix 1: Template mobile phone information slip for visitors

### **Use of mobile phones and similar devices in our school**

- Please keep your mobile phone on silent / vibrate while on the school grounds
- Please do not use phones where pupils are present.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- No phones are to be used in staff offices, school foyers and classrooms. If attending a meeting you will be asked to switch your phone off during the meeting.

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