

Vale Primary School

Mobile Phone Policy



'Value All Learners Equally'



URCNC Article 1: Everyone under 18 has rights

URCNC Article 3: Adults must do what is best for me

URCNC Article 19: I have the right to be protected from being hurt or badly treated

URCNC Article 28: I have the right to an education

Approved by: Lauren Eyton-Jones **Date:** September 2025

Last reviewed on:

Next review due by: September 2028

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1. Introduction and aims

At Vale Primary we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our children, 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 children, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour and communication

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. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently upholding 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.

The Head teacher is responsible for monitoring the policy every three years, reviewing it, and holding staff and children accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3. Use of mobile phones by staff

Non-statutory mobile phone guidance states that staff should not use their own mobile phones for personal reasons in front of children throughout the school day.

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staffroom).

There may be circumstances in which it is 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 01481 226030 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

More detailed guidance on data protection can be found in our school's data protection policy and ICT acceptable use.

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or children, 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 children.

Staff must not use their personal mobile phones to take photographs or recordings of children, their work, or anything else that 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.

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 are not limited to:

- Use of multi-factor authentication
- Supervising off-site trips
- Supervising residential visits

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 children, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

Staff should not use personal devices for the Class Dojo app. The running of this app and all communication with parents should be on a school device either the school laptop, desktop or assigned iPad for data protection, and to protect staff from allegations.

3.5 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 children

Children should not use mobile phones, smartwatches or any devices with communications and smart technology throughout the school day.

We do not advocate children bring the above devices into school unless there is a specific safeguarding reason to do so as set out in section 4.1 below. Mobile phones will only be permitted in school for mitigating circumstances, where safeguarding is the top priority.

Any parent or carer who wishes their child to bring a mobile phone/device to school will need to email the school and complete a consent form, which must be signed by both the parent/carers and the child, along with a user agreement.

4.1 Exceptions for special circumstances

- Children walking or cycling to school by themselves
- Young carers who need to be contactable
- Children with diabetes, or medical conditions, who use their phones for monitoring purposes.

The school may permit children to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, children or parents/carers should contact the school office in the first instance.

Any children who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

4.2 Sanctions

If a pupil is found in possession of a mobile phone or device, it will be confiscated by a member of staff for the remainder of the school day when it will be returned to the parent or carer. Any additional sanctions implemented will be in line with the School's Engagement Policy and the Acceptable Use Policy.

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

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers 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 children, 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
- Not using phones in lessons, or when working with children.

Parents/carers, visitors and volunteers will be informed of the expectations for mobile phone use when they sign in at reception or attend a public event at school. A visitor slip will be provided outlining expectations at sign in.

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 children, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff.

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.

6. Loss, theft or damage

Children bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely in the school office when not in use.

Children 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 children are travelling to and from school.

Confiscated phones will be stored securely in the school office in the care of the Admin staff.

Lost phones should be returned to the school office. 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 children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

If there are any concerns regarding this policy, these should be brought to the attention of Mrs Eyton-Jones in a timely manner.

9. Appendix 1: Pupil Device Agreement for children allowed to bring their phones to school due to exceptional circumstances



Pupil Device Agreement

Child's name: _____ Class: _____

Child's Agreement

I agree to follow the measures outlined below:

- Ensure that my device is switched off when arriving at school.
- Ensure that my device is handed in to the office for safe keeping during the school day.
- Ensure that my device is handed to the office or designated staff member at any PTA events or afterschool clubs/activities.
- Keep my phone in my bag if travelling on the school bus.
- Not make images or recordings of other people (adults or children) without their permission, either in school or to and from school.
- Report to staff or parents if they receive messages, images or recordings that are inappropriate/upsetting or if harmful/hurtful content is posted.

I know that if I do not follow these measures, I will not be allowed to bring my device to school.

Signed: _____

Print name: _____

Date: _____

Parent/Carer Agreement

I agree to follow the measures outlined below:

- Ensure that children understand these measures.
- Ensure that devices brought to school are appropriate and have appropriate access.
- Regularly check to ensure that use away from home is safe and appropriate.
- Report concerns or difficulties to school so that they can be managed effectively.

I understand that if my child does not follow these measures, they will not be allowed to bring their device to school.

Signed: _____

Print name: _____

Date: _____

10. Appendix 2: Permission form allowing a child to bring their phone to school



PUPIL DETAILS	
Child's name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow **xxxx** to bring their mobile phone to school because they (delete as required):

- Cycle or walk to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Children who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Headteacher's signature: _____

Date: _____

Parent/carer signature: _____

Date: _____

11. Appendix 3: 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 children are present. If you must use your phone, you may go out of the classroom/away from the vicinity of the children.
- Do not take photos or recordings of children (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with children

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 on our website.



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