East Bierley CE (VC) Primary School

Mobile Phone Policy

THE CHURCH OF ENGLAND
Diocese of Leeds

At East Bierley Primary School,
WE ARE KIND



Our vision:

To be a vibrant and inclusive Christian School where everybody is known, valued and inspired to reach their full potential. We nurture curiosity, creativity and a love of learning, equipping our pupils with knowledge, skills and character to flourish in an ever-changing world.

Friendship, Courage, Kindness, Respect, Forgiveness, Faith

1. Introduction and aims

At East Bierley CE (VC) Primary School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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

Adapt the last statement above to refer to the relevant school policies, or include a list of these at the end of the policy.

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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

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

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy includes Keeping Children Safe in Education, which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 Headteacher is responsible for monitoring the policy and reviewing it every 2 years, and holding staff and pupils 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.

3.2 Governors

Governors will review this policy every 2 years and ensure the Headteacher is implementing and monitoring the policy consistently.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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 during the school day, [while pupils are present / during contact time]. 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 [01274 681235] 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 Gemini).

More detailed and guidance regarding AI and data protection can be found in the school's data protection policy, AI Policy, Computing polciy and Acceptable use policy (https://new.eastbierleyprimary.com/Policies)

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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. Please see Acceptable Use Policy (https://new.eastbierleyprimary.com/Policies)

Staff must not use their personal mobile phones to take photographs or recordings of pupils, 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.

If staff need to use their Authenticator for CPOMs or email access this must be completed

when pupils are not present or in the staffroom.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- 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 pupils, 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

4.5 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

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Explain your school's approach to pupils bringing mobile phones to school. Consider:

- Mobile phones must be turned off
- Staff collecting mobile phones on arrival
- Pupils mobile phones are kept in the school office during the
- school day Pupils only turn phones on after laving the school

  site.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more
broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some

smartwatches have wellness and health-related features.

Pupils are prohibited from wearing smartwatches during the school. If smartwatches are worn too and from school they must be turned off before entering the school building and stored with mobile phones during the school day.

Staff, visitors and voulnteers may wear smartwatches but there use is prohibitated to the following while children are present

- Telling the time
- Tracking wellness and health

5.3 Sanctions

If the policy is breeched the following sanctions will be applied:

- The mobile phones/smartwatch will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Confiscated items will need to be collected by a parent/carer at the end of the school day.
- If phones/Smartphones were used and found to contain inapproarpaite content, eg photographs, recordings from during the school day. Safeguarding Procedure would be followed an the right to bring the items to school removed.
- If the pupil's behaviour may indicates they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate
- 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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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

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

Staff/volunteers are only allowed to use phones in staff-only areas of the school during the school day.

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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
- Not using phones in lessons, when working with pupils or while children are present

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 that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 make sure that their phones are appropriately labelled, in the correct named wallet, ready to be stored away securely when not in use

during the school day.

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 or from school.

Confiscated phones will be stored in the Headteachers office who will be responsible for any loss or damage. Lost phones should be returned to the office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to making sure 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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, the local authority and any other relevant organisations

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

9. Appendix 1: [Code of conduct / acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances

[Pupil code of conduct / acceptable use agreement]

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime.
2. Phones must be switched off (not just put on 'silent').

3. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details/videos or images without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
7. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media.
   This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share pornography or other harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

10. Appendix 3: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 6 of this policy.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staffroom.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are

present

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.