



Title:	Mobile Phone Policy
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EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics, and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

MOBILE PHONE POLICY

At Astley Park School, we are committed to ensuring the safety of children in our care. We recognise that mobile phones in the school have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones on site could pose a risk to children and adults.

At Astley Park 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
- This policy should be read in conjunction with
Safeguarding Policy,
Behaviour Policy,
AI Policy,
Acceptable Use Policy,
Online Safety 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

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.

Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication or taking images either through the device itself or any applications stored on the device including but not exclusive to AI assisted glasses and wearable devices.

Staff

All 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 two 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.

Governors

Governors will ensure the policy is reviewed every two years.

Staff use of personal devices

Staff must not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be safely stored in a locked cupboard.

If staff have a break time during their working hours, they may use their mobile phones during these times in the staff room or an office where children are not present.

In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover has been put in place and make the call in an area not used by children.

Staff must give the school telephone number to their next of kin in case it is necessary for the staff member to be contacted, in an emergency, during working hours.

A personal mobile phone may be taken on school visits in accordance with guidance – see ‘The Use of Mobile Phones on Visits’ section below.

Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.

Staff must never store parents’, carers’ or children’s telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children.

Staff must not use their personal mobile phones to process any school data i.e. pupils or staff 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).

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps.

Staff will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.

Staff will not engage in any online activity that may compromise my professional responsibilities.

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.

Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action being taken.

Pupils

Children may carry a mobile phone when transitioning from transport into their own classrooms but must switch the device off and hand to an adult in class for safe storage once in the classroom.

Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.

Any mobile phones discovered to have been brought into the school and not handed to an adult as mentioned above will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately and the device must be handed to a safeguarding lead or the head teacher for further investigation and the parent or carer asked to collect it from them.

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.

Visitors including Parents/ Carers, supply staff and Volunteers

We ask all visitors not to use mobile phones in the school. This includes all uses including, calling, texting and photographing.

Notices are displayed at the gate advising visitors that mobile phones are not to be used.

Visitors staff are not allowed to use mobile phones on the school grounds and phones must be kept in their bags with the exception of the staffroom or an identified office if agreed by a senior leader.

If a visitor is seen using their mobile phone, they will be asked politely to turn it off/desist from using it.

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 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.

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 school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

Special Exceptions:

In some cases it is necessary for pupils to keep their mobile with them or a member of their staff team for medical reasons. Pupils who require a mobile phone to manage a medical condition (for example continuous glucose monitoring linked to a phone) SEND must have this documented in their care plan. These plans will specify: who will hold or supervise the phone during the day, when and where it may be used, and any safeguarding or privacy measures required. Where necessary, staff will receive training to support safe use.

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:

- Use of multi-factor authentication

- Emergency evacuations

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.

Educational Visits, including school residentials:

Carrying mobile phones on visits helps to ensure safety for all members of the visit, however, it is important that the following guidance is adhered to in order to keep pupils safe and protect staff and volunteers from accusations of inappropriate use:

All members of staff should carry their mobile phone for use in contacting other staff members or volunteers on the visit. Contacting the school or contacting the emergency services.

Members of staff may carry their own, personal mobile phones within the following guidelines:

- Personal phones should only be used to contact staff members or volunteers on the trip, the campus or emergency services. If possible, these calls should be made away from children.
- Personal phones should not be used for any purpose other than school business for the duration of a visit. This means that personal calls or texts should not be made or accepted.
- On residential trips, staff may want to make personal calls and these must be done away from pupils and with agreement from the group leader or once all pupils have gone to bed.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils.
- It is advised that if the party leader using his or her own mobile phone, need to contact a parents during the visit they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.

Smart watches

Smart watches are permitted only as a timepiece or to provide health/medical information (for example step counters, heart-rate monitoring or approved medical apps

Staff watches must not be used to send or read messages, make calls, access the internet, record audio or video, or otherwise communicate during pupil contact times.

Pupil watches must not be used to send or read messages, make calls, access the internet, record audio or video, or otherwise communicate

Any safeguarding concerns linked to a smart watch must be reported immediately to the Designated Safeguarding Lead.