



Spread your wings, learn new things, fly as high as you can.

Mobile Phone Policy

Approval Date: October 2025

Review Date: October 2026

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Introduction and Aims

At Dovecotes Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruptions to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices (including mobile phones, smartwatches, tablets, or any device capable of taking photographs, making calls, sending or receiving messages).

Scope

This policy applies to all individuals who have access to personal mobile phones on site (including Smart watches) This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Anti -Bullying Policy
- Staff Code of Conduct Policy
- Data Protection Policy
- Digital Safeguarding Policy

Code of Conduct

A code of conduct is promoted with the aim of creating a co-operative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.

- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Mobiles and personal devices – Staff

- Mobile phones and personal devices should never be used in a space where children are present (e.g. classroom, playground, shared area) even when a staff member is on their individual timetabled break.
- Staff are not permitted to make/receive calls/texts during contact time with children.
- Staff may check mobile phones and personal devices during their breaks/ non-contact time but not in the presence of children or where children are in the vicinity, such as in the shared areas whilst children are working close-by in classrooms. For this reason, use of phones and personal devices (inc. receiving/ sending texts and emails) should be limited to breaks/ non- contact time when no children are present eg office areas, staff café, empty classrooms, ppa room.
- Emergency contact should be made via the school office.
- Staff should have their phones and personal devices on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during the school day.
- Non- teaching staff should use their personal phone/device only in their own breaks and not let them keep interrupting their job in their working hours. Also if they are in the building in the presence of children the above points also refer to them.
- Should there be exceptional circumstances (eg acutely sick relative), then staff should make the Headteacher aware of this and can have their phone/device in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and Ipads.
- Staff should report any usage of mobile and personal devices that causes them concern to the headteacher.

Mobile Phones/ Personal Devices on Extra-Curricular Visits/Residentials

- Under no circumstances should any adult use their mobile phone/ personal device for **personal** use, whether that be to take photographs or make phone calls, whilst responsible for pupils on an extra-curricular visit/ residential.
- No photos of the visit should be posted on **personal** social media sites such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.

- The Group Leader will co-ordinate time for staff, for example at lunchtime and on an evening, to ensure that there remains adequate supervision for all pupils as well as allowing rest breaks for staff to check phones/devices whilst away from pupils.

Staff should ensure that:

- Mobile phone and personal device use on these occasions is appropriate and professional (and will never include taking photographs of children). The Group Leader will ensure that a school IPAD is always taken for the purpose of taking photos.
- Mobile Phones/ personal devices should not be used to make contact with parents during a school trips – all relevant communications should be made via the school office or using the school’s social media sites or the school texting service.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, texts, email or social networking) during the trip or use their mobile phone/ personal device to take photographs of children.

Personal Devices and Mobiles – Pupils

We recognise that mobile phones/ personal devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones/ personal devices on school trips or with them during the school day.
- If parents wish for their child to bring a mobile phone/ personal device to school to contact them after school due to them walking home alone or having to catch public transport - this is only allowed with children in years 5 and 6 - they will need to fill in a form, return it to the school office and be aware of the following conditions:
- The phone/ personal device must be handed in, switched off, and given into the office first thing in the morning and collected by the child at home time. (THE PHONE IS LEFT AT THE OWNERS OWN RISK)
- Mobile phones/ personal devices brought to school without permission will be confiscated and returned at the end of the school day. If this becomes a regular occurrence parents will be contacted.

Where mobile phones/ personal devices are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene and prevent the child from bringing the phone/ device in to school.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival visitors will be informed of our expectations around the use of mobile phones/ personal devices.

Personal Devices and Mobiles - Parents

Parents are requested not to use their mobile phones/ personal devices whilst in school, for example when watching class assemblies. Phones/ devices should be on silent and out of site.

There may also be times when parents are asked to hand in their mobile phones/ devices to the school office before meeting with staff.

We do allow parents to photograph or video school events such as shows or sports days using their mobile phones/ devices – BUT INSIST THAT PARENTS DO NOT PUBLISH IMAGES THAT INCLUDE ANY CHILDREN OTHER THAN THEIR OWN ON SOCIAL NETWORKING SITES.

Dissemination

The mobile phone policy will be shared with staff volunteers as part of their induction. It will also be available to parents via the school office and website.



PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE/ DEVICE TO SCHOOL.

PUPIL DETAILS	
Pupil Name:	
Year Group/Class	
Parent(s) Name(s)	

The school has agreed to allow to bring his/her mobile phone/ device to school because he/she:

> Travels to and from school alone

> is a young carer

(Please delete as appropriate)

Pupils who bring a mobile phone/ device to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature



USE OF MOBILE PHONES/ PERSONAL DEVICES IN OUR SCHOOL (INFORMATION SLIP FOR VISITORS)

This refers to ALL mobile communication devices (including mobile phones, smartwatches, tablets, or any device capable of taking photographs, making calls, sending or receiving messages).

- > Please keep your mobile phone/ personal device on silent/vibrate while on the school grounds.
- > Please do not use phones/ personal devices where pupils are present.
- > Do not take photos or recordings of pupils (unless it is your own child in a school event).
- > Do not use your phone/ personal device in lessons, or when working with pupils.

The school accepts no responsibility for phones/ personal devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available on the school website.