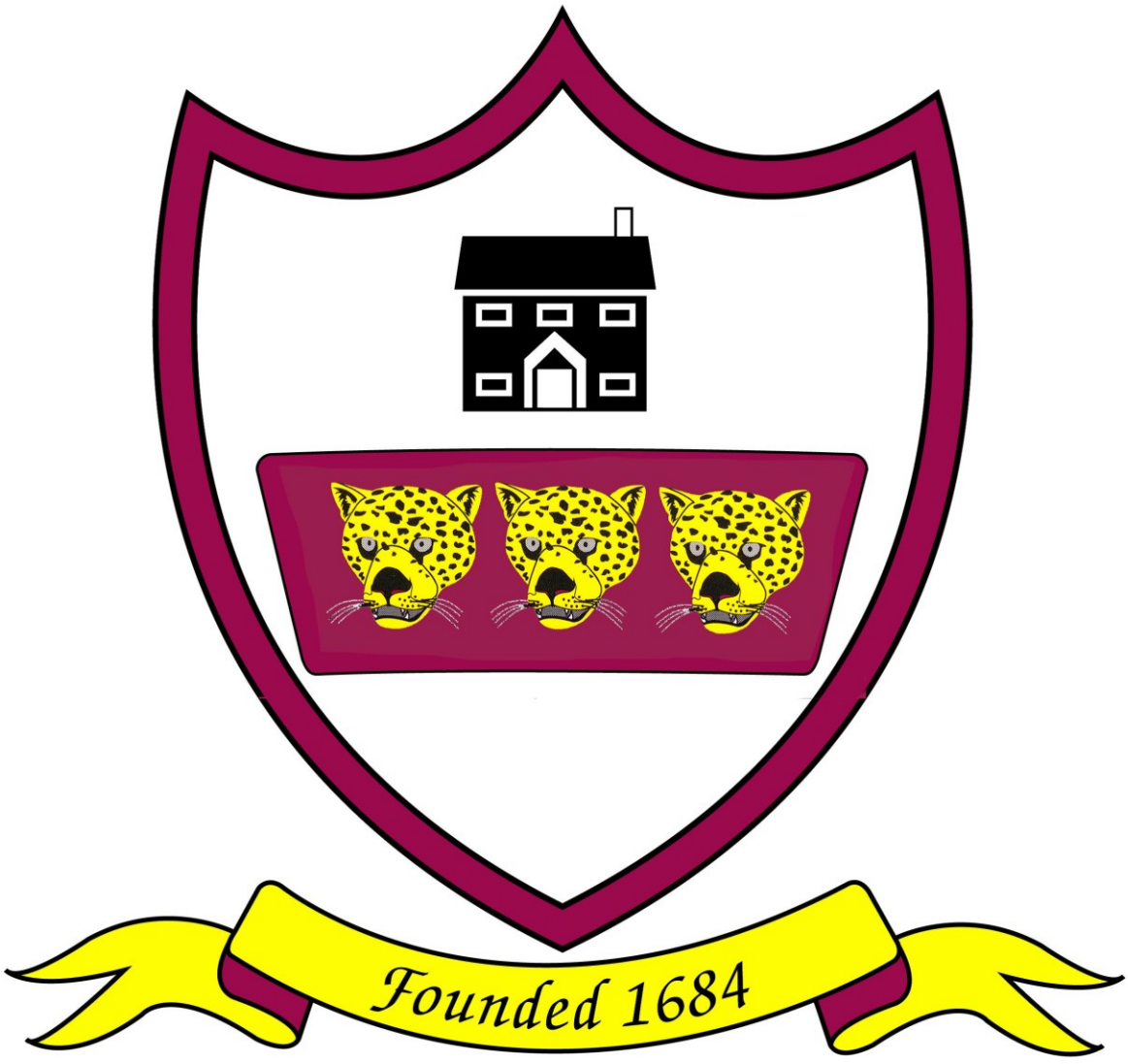

Brabin's Endowed Primary School
Mobile Phone Policy

Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

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1. Introduction and aims

At Brabin's Endowed Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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.
The headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Ratified at the Governing bodies relevant to each area.

3. Use of mobile phones by staff

3.1 Personal mobile phones and Smart Watches

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones and Smart Watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- 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-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01995 61596 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.

See schools Data Protection and Safeguarding Policies

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Use of Personal Mobile Phones for Photography in Exceptional Circumstances

In line with Keeping Children Safe in Education (KCSIE), safeguarding responsibilities, and UK data protection legislation, staff should use school-owned devices to take photographs of pupils wherever possible. However, the school recognises that exceptional circumstances may arise where the use of a personal mobile device is necessary to support the safety, welfare, or educational needs of pupils.

The following procedures must be followed:

- The use of a personal mobile phone to take photographs of pupils is permitted only in exceptional circumstances where no school device is immediately available and a delay would significantly impact the school's ability to meet a pupil's educational, safeguarding or welfare needs.
- Staff must notify the Headteacher, Designated Safeguarding Lead (DSL), or a member of the Senior Leadership Team as soon as practicable after the photograph has been taken, explaining the reason for its use.
- Any images captured must be transferred securely to the school's approved storage system or platform at the earliest opportunity and no later than the end of the working day.

- Once transfer to the school's secure system has been confirmed, the image must be permanently deleted from the personal device, including the device's "recently deleted" or equivalent folder.
- Images must not be shared, stored, edited, uploaded to cloud storage, transmitted via personal email, messaging applications, social media platforms, or any non-school-approved system.
- Staff must ensure that personal devices used in exceptional circumstances are protected by appropriate security measures, including password protection, PIN access, biometric authentication and up-to-date software security.
- A written record of the incident should be maintained by the school, detailing:

the reason the personal device was used;
the date and time;
the member of staff involved;
confirmation that the image has been securely transferred and deleted.

- Repeated reliance on personal devices will be reviewed by the Headteacher and Data Protection Officer (DPO) to identify whether additional school equipment or procedural changes are required.

Safeguarding and Data Protection

The school acknowledges that photographs of pupils constitute personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. All staff are therefore required to process such information lawfully, securely and proportionately.
Any suspected loss, unauthorised sharing, retention or misuse of images must be reported immediately to the Headteacher, Designated Safeguarding Lead and Data Protection Officer (DPO). The DPO will assess whether the incident constitutes a personal data breach and determine any necessary actions, including reporting requirements to the Information Commissioner's Office (ICO).
Failure to follow this procedure may be treated as a breach of the school's safeguarding, staff conduct and data protection policies and may result in disciplinary action.
This approach reflects the expectations set out in Keeping Children Safe in Education, which requires schools to maintain appropriate safeguarding arrangements and clear staff conduct procedures regarding the use of mobile technology and the handling of children's personal information.

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 aren't 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 which could identify a pupil, unless otherwise stated above
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.6 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 pupils

Only with the prior permission of the headteacher, pupils in Years 6 are permitted to bring mobiles into school when walking to and from school by themselves.

Mobiles are collected and stored securely in the school office and returned to pupils at the end of the day. A completed Children's Mobile Phone Policy and Permission Agreement must be signed as part of the agreement.

4.1 Sanctions

If a mobile phone is in school, they will be confiscated and stored appropriately for collecting at the end of the day.
Staff have the power to search pupils' phones, as set out in the The DfE guidance - allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.
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, volunteers and visitors

Parents, 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 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 pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil
- Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

6. Loss, theft or damage

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 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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Code of conduct/acceptable use agreement for pupils

Code of conduct/acceptable use agreement

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

1. Your mobile phone must be handed into a member of staff on arrival at school.
2. You may not use your mobile phone on the school site.
3. Phones must be switched off (not just put on 'silent').
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
a. Email
b. Text/messaging app
c. Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. Don't use your phone to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Brabin's Endowed Primary School

Children's Mobile Phone Policy and Permission Agreement

Children do not need a mobile phone in school.

Children should really only bring their mobile phones into school if they are walking to school alone or walking home alone and you wish them to have one in case of an emergency and this has been agreed by the Headteacher.

If your child fits the above criteria, could you please sign and return the form below to indicate that due to safety reasons you wish your child to bring a phone into school for the school year 2026-2027. Please note that your child will need to switch their phone off completely before entering the school grounds (i.e.at the gate) and will need to hand their phone into the school office at the beginning of the school day.

Pupils cannot be contacted during the school day on their mobile phone.

The phone will be kept locked away securely during the day and it is the child's responsibility to collect their phone from the basket after they have been dismissed from their class at 3.25pm.

If children bring a mobile phone to school without permission, we will confiscate the phone and ask a parent or carer to collect it at the end of the day. We will not return any confiscated items back to children directly. This is to discourage the use of phones on the school grounds.

Mobile Phone Permission Agreement

I wish my child_____ class _____ to bring their mobile phone in school. I have explained the school procedures to my child regarding mobile phones in school. I understand that it needs to be handed in at the beginning of the day and switched off whilst on the school premises. I understand that mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. I also understand that should my child misuse their phone or use it to behave inappropriately towards others, the school may withdraw permission for them to bring it into school.

Pupil Signature_____

Parent Signature _____

Print Name_____

Dated_____