



THE BLUE SCHOOL

CHURCH OF ENGLAND

*Whatever you do in word or deed,
do everything in the name of the Lord Jesus,
giving thanks to God the Father through him.*

Colossians 3:17

Policy: **Mobile Phone Policy**

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1. Introduction and aims

At The Blue 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 safeguarding, 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
- Cyberbullying
- 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 two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Safeguarding Governor will review this policy with the headteacher every second year.

2.3 Parents and Carers

Parents and carers are expected to read and abide by this policy.

3. Use of mobile phones by staff

3.1 Personal mobile phones

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/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 staff room. Phones may not be left in any area of the school that children can access.

There may be circumstances in which it is 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*

* Colleagues in such a situation should speak to the headteacher, who will decide on a case-by-basis whether to allow for special arrangements.

Mobile phones should never be left on the teacher's desk and must be kept out of the view of children e.g. in a pocket, bag or drawer.

The school office number can always be used 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.

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

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. (See staff handbook for guidance for staff).

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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, unless the headteacher gives specific consent for the occasion, and that such materials is uploaded to the school's secure GDrive at the earliest opportunity, then deleted from the individual's phone.

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

Please see the School Tips and Visits Policy for further information and guidance.

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 given specific permission by the headteacher (see 3.4)
- Refrain from using their personal phones to contact parents. If this is unavoidable, staff should prefix a call with 141 to avoid parents seeing their personal number. Contact should normally be made using a school phone (Phase Leaders have access to outside lines) or via the school office.

4. Use of mobile phones by pupils

Year 6 pupils only are allowed to bring a mobile phone to school if they travel to school by themselves. This privilege requires both the parent and pupil to sign a Mobile Phone Consent Form (See Appendix 2 - available from the school office)

The only permitted phones are basic devices (without social media applications) - a list of acceptable devices is made available to parents annually at the end of Y5. Smartphones may not be brought to school by pupils in any circumstances.

Pupils' phones must be stored in the school office during the day, and a basket is provided for each class. Phones should be returned to pupils as they leave and should not be used

onsite at all. If phones are used outside these rules, they will be confiscated, and only returned to parents via a meeting with the Phase Leader.

4.1 Cyberbullying, Social Media and Online Safety

The exclusion of smartphones from The Blue School is designed to remove harmful activity from the school day, including travel to and from school in order that children are safe and can focus on learning.

All children are taught about keeping themselves safe online and cyberbullying as part of the curriculum

Cyberbullying and harassment on social media are serious matters. Should such issues arise between children which take place outside school hours and premises, parents and carers are expected to resolve these between themselves in the first instance. The school cannot monitor such misconduct outside of school. However if the school becomes aware of such cyberbullying, parents will be contacted.

4.2 Sanctions

If a child is discovered to have a phone on site without permission it will be confiscated, stored in the school office and returned to the parent via the Phase Leader. NB schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If a staff member suspects inappropriate behaviour in the use of a phone, they should alert the headteacher. Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows teachers to search a pupil's phone if they 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. Only the headteacher may make this decision to search a phone.

The school takes such conduct extremely seriously, and may involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts, which can be considered criminal activity if 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, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way as it relates to staff if they are on the school site during the school day.

Parents should:

- Not take pictures or recordings of pupils during school performances
- Only take a picture of their own child before / after a performance (eg. in costume)
- Not post pictures of other people's children on social media without their parents' consent

Parent helpers and volunteers should:

- Not use phones in lessons, or when working with pupils
- Not use their phone to make contact with other parents while in school or on a school visit
- 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. Trip Leaders must advise them of this.
- 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. Y6 parents - please do not try to contact their child on his/her personal mobile during the school day as it will be in the school office.

6. Loss, theft or damage

Y6 pupils bringing phones to school must ensure that they are appropriately labelled, and are handed in for storage in the class basket in the school office when not in use.

Pupils must secure their 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 and from school. This policy and this disclaimer is advised to parents via the Parent Handbook.

Confiscated phones will be stored securely in the school office.

7. Monitoring and review

The school is committed to ensuring 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the LDBS, LB Hounslow or other relevant organisations

Appendix 1 Code of conduct/acceptable use agreement for pupils

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

1. You may not use your mobile phone in school and must place it in the class basket for safe-keeping during the day.
2. You may not use your phone until you have left the site.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent, even once you have left the site.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. 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
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school. Repeatedly messaging someone may constitute bullying, so be sensitive to this.
9. Don't use vulgar or unpleasant language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.

Appendix 2 Permission form

Permission form allowing a pupil to bring their phone to school

| PUPIL DETAILS | |
|------------------------------|---|
| Pupil name: | |
| Class: | |
| Parent(s) name(s): | |
| Approved phone model: | Nokia 130 Nokia 105 Samsung E1200 Alcatel 10.16G Other (to be approved by headteacher) |

The school has agreed to allow The child named above to bring his/her mobile phone to school because he/she

- Travels to and from school alone
- Attends before or after-school activities / care where a mobile phone is required to contact parents

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

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

If your child is bringing in a mobile phone on a regular basis:

- Your child will need to bring their phone to the classroom first thing in the morning and place it in the mobile phone basket.
- Your child's phone should be switched off and appropriately marked for recognition.

Parent signature: _____

Pupil signature _____

| FOR SCHOOL USE ONLY | |
|-----------------------|--|
| Authorised by: | |
| Date: | |

Appendix 3: Mobile phone information slip for visitors



Use of mobile phones in our school

- 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, please go to the school office or speak to the caretaker and ask for a quiet space to do this
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with or near pupils

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.