The Pines School

Be Your BEST

Believe - Excellence - Safe - Team

Mobile Phone Policy

Policy Owner:	Head Teacher
Amended:	June 2026
Reviewed by SLT:	June 2026
Approved by Full Governing Body	June 2026
Next Review:	September 2027

1. Introduction

This policy outlines the acceptable use of mobile phones within The Pines Primary School. It applies to all members of the school community, including children, staff, parents, visitors, and volunteers. The policy aims to balance the potential benefits of mobile technology with the need to safeguard children, maintain a positive learning environment, and promote responsible digital citizenship, especially when using mobile and smart technology, in line with our values of being your BEST.

2. Purpose

The purpose of this policy is to:

- Ensure the safety and well-being of all children and staff.
- Minimise disruption to teaching and learning.
- Promote responsible and ethical use of technology.
- Safeguard against cyberbullying, inappropriate content, and other online risks.
- Maintain a professional and respectful school environment and community.
- Comply with relevant legislation and guidance, including safeguarding duties.
- Support the aims of the online safety policy.

3. Legal and Regulatory Framework

This policy is informed by the following legislation and guidance:

- Education Act 2002 (Section 175): Safeguarding Children
- Keeping Children Safe in Education (latest version): Statutory guidance for schools and colleges on safeguarding Children.
- General Data Protection Regulation (GDPR) and Data Protection Act 2018: Protection of personal data.
- The Prevent Duty: Counter-terrorism strategy, including online radicalization.
- Online Safety Act 2023: Regulating online content and services.
- School Behaviour and Exclusion Guidance (DfE): Guidance on creating a positive school environment.

4. Roles and Responsibilities

- **Headteacher:** Overall responsibility for the implementation and review of this policy.
- **Designated Safeguarding Lead (DSL):** Responsible for addressing any safeguarding concerns related to mobile phone use.
- **Staff:** Responsible for enforcing the policy, modelling responsible technology use, and reporting any concerns.
- **Children:** Responsible for adhering to the policy and using mobile phones responsibly.

- **Parents/Carers:** Responsible for supporting the school in implementing the policy and educating their children about responsible technology use.
- **IT Manager/Technician:** Responsible for maintaining the school's IT infrastructure and ensuring online safety measures are in place.

5. Policy Guidelines

5.1 Children

- **General Rule:** Mobile phones are **not permitted** to be used during the school day (from arrival to dismissal), unless there is an exception granted by the Headteacher (or a delegated member of staff) for a specific educational or medical reason.
- **Storage:** Mobile phones must be switched off and handed into the class teacher for safekeeping during the school day.
- **Breaches:** Any child found using a mobile phone without permission will have the phone confiscated if they have reasonable grounds for suspecting that the mobile phone poses a risk to staff or pupils. The phone will be returned to the child's parent/carer at the end of the school day. Repeated breaches of the policy will result in mobile phones being confiscated and banned.
- **Emergencies:** In genuine emergencies, children should inform a member of staff who will assist them in contacting their parents/carers.

In accordance with the schools Anti-Bullying Policy, Online Safety Policy and the Behaviour Policy:

- **Photography/Videography:** Taking photographs or videos of other children or staff without their explicit consent is strictly prohibited.
- **Online Safety:** Children are expected to use mobile phones responsibly and safely outside of school hours, adhering to online safety guidelines provided by the school, through PHSE lessons and circle time, and their parents/carers.
- **Cyberbullying:** Any form of cyberbullying using mobile phones by pupils at The Pines will not be tolerated and will be dealt with in accordance with the school's Anti-Bullying Policy.

5.2 Staff

- **Professional Use:** Staff may use mobile phones for professional purposes during breaks and lunchtimes, provided it does not disrupt their duties or compromise children's safety.
- **Classroom Use:** Mobile phones should not be used for personal use during teaching time. If a staff member needs to use their phone for an emergency, this should be done discreetly and with minimal disruption.
- **Photography/Videography:** Staff are not permitted to take photographs or videos of children.
- **Social Media:** Staff should exercise caution when using social media and ensure that their online activity does not bring the school into disrepute or compromise their professional integrity.

- **Safeguarding:** Staff have a duty to report any safeguarding concerns related to mobile phone use, such as cyberbullying or inappropriate content, to the Designated Safeguarding Lead (DSL).
- **Modelling:** Staff should model responsible technology use at all times.

If there are any concerns regarding staff use of mobile phones will be dealt with in accordance to the Low Level Concerns Policy.

5.3 Parents/Carers

- **Communication:** Parents/carers are encouraged to contact the school office directly rather than contacting children via mobile phone during the school day.
- **Emergency Contact:** In emergencies, parents/carers should contact the school office, and staff will relay the message to the child.
- **Supporting the Policy:** Parents/carers are expected to support the school in implementing this policy and educating their children about responsible technology use.
- **Online Safety:** Parents/carers are encouraged to monitor their child's online activity and discuss online safety issues with them, as laid out in the Parent Handbook.
- **Photography/Videography:** Parents/carers are not permitted to take photographs or videos of children at school events without the express permission of the school and the consent of the children's parents/carers.

5.4 Visitors and Volunteers

- Visitors and volunteers are expected to adhere to the same guidelines as staff regarding mobile phone use.
- Mobile phones should be switched off or silenced during school activities.
- Photography and videography are not permitted.

6. Implementation

- This policy will be communicated to all staff, children, and parents/carers through the school website, newsletters, and parent meetings.
- Staff will receive training on the policy and their responsibilities.
- Children will receive age-appropriate education on responsible technology use and online safety.
- The school will display posters and other materials promoting responsible mobile phone use.

7. Monitoring and Review

- The Headteacher will be responsible for monitoring the implementation of this policy.
- The policy will be reviewed annually, or more frequently if necessary, to ensure it remains effective and compliant with relevant legislation and guidance.

- Feedback from staff, children, and parents/carers will be considered during the review process.
- The impact of the policy on children's behaviour, learning, and well-being will be assessed.

8. Related Policies

This policy should be read in conjunction with the following school policies:

- Behaviour Policy
- Anti-Bullying Policy
- Safeguarding Policy
- E-Safety Policy
- Acceptable Use Policy (for IT)
- Photography and Videography Policy
- Data Protection Policy
- Low Level Concerns Policy

9. Breaches of the Policy

Breaches of this policy will be dealt with in accordance with the school's Behaviour Policy and may result in disciplinary action, including:

- Confiscation of mobile phone, should they have reasonable grounds for suspecting that the mobile phone poses a risk to staff or pupils.
- Reflection Time
- Suspension
- Exclusion

10. Equality Impact Assessment

The Pines Primary School is committed to ensuring that this policy does not discriminate against any individual or group on the basis of their protected characteristics, as defined by the Equality Act 2010. An equality impact assessment has been conducted to identify and address any potential discriminatory effects of this policy.

11. Policy Availability

This policy is available on the school website and in the school office. Copies can be provided to parents/carers upon request.