



MOBILE PHONE POLICY

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1. Introduction and aims

At Springfield School, we acknowledge that mobile phones and similar devices, such as smartphones, play a significant role in the lives of our pupils, parents/carers, and staff, as well as the broader school community.

Our goal is to foster a school environment that is calm, safe, and free from distractions so that all pupils, regardless of their background, can learn and thrive.

One of the biggest challenges that schools face today is the prevalence of mobile phones. Nationally, 97% of pupils own a mobile phone (by age 12), which can lead to unnecessary distractions, disruptions, and diversions. We believe it is important to eliminate these distractions so that pupils can fully engage in their learning. By banning mobile phones at school during the school day, we can create a safe environment that protects pupils from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and potential stigma linked to owning expensive devices.

By removing mobile phones, pupils can spend more time being active and socialising face-to-face with their peers, activities that positively impact upon their wellbeing and personal development. Schools can support pupils in developing these habits, which will help them thrive outside of school as well.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection (safeguarding) and behaviour

Note: throughout this policy, 'mobile phones' refers to mobile phones, and similar items. Smart watches **are not permitted** to be worn by pupils on the school site.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance \(February 2024\)](#) and [behaviour guidance \(February 2024\)](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education \(September 2024\)](#).

3. Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 governing body is responsible for reviewing the policy every 3 years, reviewing its impact periodically, 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 at the school.

4. Use of mobile phones by staff, Governors and Contractors

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while pupils are present during the school day. 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).

There may be circumstances in which it is appropriate for a member of staff to have use of their mobile phone during contact time for approved reasons. For instance (this list is non-exhaustive):

- When logging in to computers and multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- In exceptional circumstances, with the agreement of the Headteacher

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our code of conduct for staff
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil unless in exceptional circumstances

If special arrangements are not deemed necessary, school staff can use the school office number (023 9237 9119) as a point of emergency contact.

4.2 Safeguarding and data protection

In almost all circumstances staff should only be using school devices for professional activities in accordance with Safeguarding (Child Protection), Data Protection and Acceptable Use of IT policies, procedures and guidance.

4.3 Using personal mobiles for work purposes

In exceptional circumstances, it may be appropriate for staff to use personal mobile phones in front of pupils. Such circumstances may include, but are not limited to:

- To use multi-factor authentication
- 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 code of conduct for staff
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil unless in exceptional circumstances

4.4 Work mobile 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 mobile phones, and access to the mobile phone must not be provided to anyone without the Headteacher's authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with the staff code of conduct

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action and/or be subject to capability procedures.

5. Use of mobile phones by pupils

5.1 Use of mobile phones by pupils

Pupils **are not** permitted to use their mobile phones during the school day or on the school site. (This includes during lessons, in the time between lessons, at breaktimes and at lunchtimes, before/after school.)

Should a parent/carer wish for their child to bring a mobile phone into school it should be switched off before the pupil enters the school via the gate, and carried out of sight in the pupil's school bag. The pupil should immediately hand their mobile phone to their form tutor (during registration) who will lock it away securely for the remainder of the school day (in the tutor base). If a pupil is late to school their mobile phone should immediately be handed to staff in the welfare room (where pupils register) who will lock it away securely for the remainder of the school day (in the welfare room).

Pupils bringing a mobile phone to school must ensure that the phone has an appropriate protective cover and is appropriately labelled with their full name and tutor group.

5.2 Medical exemptions

In some circumstances, supporting a pupil with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively they will be permitted to use their phone under specific conditions.

5.3 Sanctions

If a pupil is in breach of this policy:

- The mobile phone will be confiscated (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- If a pupil is found using their mobile phone (this includes the device ringing, vibrating or making sounds to notify the user of alerts etc.) it will be confiscated, locked away securely, the misuse logged on Class Charts and a 60-minute detention set for the same day
- Failure to adhere to the mobile phone policy may also lead to a further sanction such as a 90-minute detention, internal exclusion and/or a fixed term suspension.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site.

This means:

- Not taking photographs or recordings of pupils, unless it is at a public event (such as an awards assembly) and then only of their own child
- Using any such photographs or recordings of their own child for personal use only, and not posting on social media without consent
- Not using mobile phones in lessons, or when working with pupils
- Not taking photos of the school site, school buildings or adults on the site without a specific purpose and the prior agreement of the Headteacher

Signs will be displayed in reception to inform parents/carers, visitors and volunteers of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers must use the school office (reception) 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.

7. Loss, theft or damage

The school does not accept responsibility for any mobile phone (or similar device) that is lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Therefore, any person using a personal mobile phone (or similar device) at school/during school activities does so entirely at their own risk.

The Mobile Phone Policy should be read in conjunction with the following Springfield policies/procedures and DfE guidance (linked below):

Behaviour Policy

Data Protection Policy

Safeguarding and Child Protection Policy

[DfE Mobile phones in schools \(February 2024\)](#)

Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to medical exemption

Acceptable use agreement

You must obey the following rules if you are allowed to use for phone for medical reasons:

1. You must carry your exemption card with you at all times
2. Your phone must be kept in your bag and on silent
3. You must only use your phone for medical reasons
4. Should you need to use your phone, you should step outside of the classroom/attend welfare