



ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

ARH – Educating a community of life-long learners

Mobile Phone Policy



Mobile Phone Policy

Introduction and Aims

At Alderman Richard Hallam Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and carers, and staff, as well as the wider school community.

Our Mobile Phone Policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones, including the use of all handheld devices and smart watches for pupils, staff, parents and carers, and volunteers;
- Support the school's other policies, especially those related to child protection and behaviour. These include the Health and Safety Policy, Anti-Bullying Policy, Safeguarding and Child Protection Policy and Online Safety Policy.
- Use KCSIE 2024 and the 4 key areas of risk relating to online safety (Point 135) to further ensure appropriate use and the school's compliance.

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.

Staff

All staff (including teachers, teaching assistants 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, in consultation with the Governing Body, is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff:

Personal mobile phones for personal use

Staff (including visitors, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts including other message apps, while working in the classroom or with groups of children. This includes use of services requiring access to the internet for personal use (using own 4G / 3G) such as social media networking, web browsing etc. Use of personal mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). Please consider all of your use of mobile phones in school and make sure to remain professional at all times. Please refer to the Staff Code of Conduct for further information and ensure this is read in conjunction with the school's Acceptable Use Policy and Social Media Policy. If you are unsure, speak to a member of the school's Senior Leadership Team (SLT).

During all other times, mobile phones should be passcode locked and kept in a secure location, away from children.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone for personal reasons during contact time. In most cases, this must be arranged beforehand with a member of SLT. Examples of this might be:

- For emergency contact by their child, or their child's school;
- In the case of acutely ill dependents or family members;
- When staff may need their mobile phone for first aid / isolation reasons

SLT 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 0116 2624003 as a point of emergency contact.

Staff must secure their personal phones, as well as any work phone provided to them, through use of a passcode, fingerprint recognition or other security measure. Failure by staff to do so could result in data breaches and could result in disciplinary action being taken.

Staff must not use their personal mobile phones to process personal data, or any other confidential school information – this includes photos of pupils. For more guidance relating to data protection, please see the Data Protection Policy for Staff and Pupils and the Acceptable Use policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents and carers 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 and carers 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.

All staff know that they must not in any circumstances view any images that have been recorded, if they are believed to be of an indecent nature. Please see more guidance in our Safeguarding and Child Protection Policy.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Where possible, we encourage staff to use school tablets or laptops but we appreciate that this is not always possible. Such circumstances may include, but aren't limited to:

- Emergency evacuations;
- Supervising off-site trips;
- Supervising residential visits;
- Using a timer or calculator for interventions;
- Using the internet to show images for developing children's vocabulary;
- When staff may need their mobile phone for first aid / isolation reasons

All school trips, including residential, require the trip leader to carry the school mobile phone. Parents and carers of children attending overnight residentials are given this telephone number to contact in the event of a family emergency. All children attending school trips are required to wear the school blue wristbands that have the school telephone number displayed on them in case they are lost or separated from the group.

All staff will refrain from using personal mobile phones to contact parents and carers unless otherwise stated by SLT. If necessary, contact must be made via the school office.

School work phones

The Headteacher, Premises Officers, Business Manager, Welfare, Attendance and Admissions Officer and the Breakfast and After School Club Manager are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use the school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must ensure that all communication or conduct linked to the device is appropriate and professional at all times, in line with the Staff Code of Conduct.

Sanctions

All staff are made aware that, if they fail to adhere to this policy, they may face disciplinary action in line with the Staff Code of Conduct.

Use of mobile phones by pupils

While we fully acknowledge a parent or carer's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils from bringing mobile phones to school due to the potential issues raised above. When a child needs to bring a phone into school, phones should be clearly marked so that each pupil knows their own phone. Parents and carers are advised that Alderman Richard Hallam accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Pupils should turn their mobile phone off and hand it to their class teacher at the beginning of the school day. They can then collect it at the end of the school day.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to the pupil's Year Group Leader. They will then be asked to collect their phone at the end of the school day. If it is believed that there are images of other pupils or teachers, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader or their parent or carer. Should a pupil be found to be using their phone inappropriately, the Senior Leadership Team reserves the right to withdraw this privilege and the child will no longer be able to bring a mobile phone into school. We ask that parents and carers talk to their children about the appropriate use of technology. Should parents or carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email. Pupils are not permitted to take mobile phones on school trips, including residential trips.

Sanctions

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:

- Sharing of nude or semi-nude images, youth produced sexual imagery, sexting or inappropriate messages;
- Threats of violence or assault;
- Cyber-bullying;
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's physical appearance, gender, ethnicity, disability, religion, special educational needs or sexuality.

Use of mobile phones by parents, carers, volunteers and visitors

Parents, carers, visitors, students 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 family assembly), or of their own child;
- Ensuring that any photographs or recordings are for personal use only, and not for posting on social media platforms;
- Not using phones in lessons, classrooms or when working with pupils.

Parents, carers, visitors, students 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 and carers are asked to sign to stipulate that all recordings and photographs are for personal use only.

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

- Use their phone to make contact with other parents or carers;
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents, carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones.

Parents and carers 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 their personal mobile during the school day.

Loss, theft or damage

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. 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 the school office. The school will then attempt to contact the owner.

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, carers 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

Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- Acceptable Use Policy
- Online Safety Policy
- Social Media Policy
- Safeguarding and Child Protection Policy

Date for review: September 2025