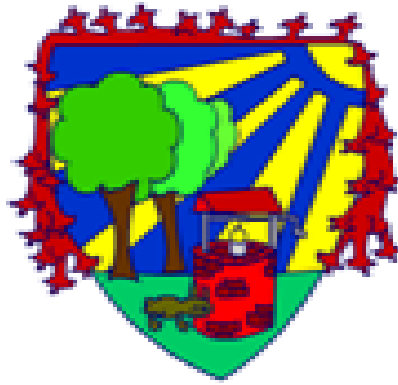


Holywell Primary and Nursery School



Mobile Phone Policy

1. Introduction and aims

Mobile phones are a common part of modern life and can offer convenience and reassurance for families. However, their presence in school can present risks to safeguarding, data protection and the effective management of learning. This policy sets out clear expectations for the safe, responsible and appropriate use of mobile phones by pupils, staff, parents, visitors and volunteers.

This policy aims to:

- Promote safe and responsible use of mobile phones
- Protect pupils, staff and visitors from safeguarding and data protection risks
- Support the school's behaviour, safeguarding and GDPR policies
- Minimise disruption to learning and school life

2. Legislation and guidance

This policy is informed by Department for Education guidance on behaviour, searching, screening and confiscation, safeguarding requirements, and data protection legislation.

3. Definitions

- **Mobile phone:** Any personal device capable of making calls, sending messages, accessing the internet or recording images, including smartphones and smart devices
- **School site:** All buildings and outdoor areas within the school boundary gates

4. Roles and responsibilities

4.1 Head of School

The Head of School is responsible for ensuring the policy is implemented consistently and reviewed regularly.

4.2 Staff

Staff are responsible for enforcing this policy, modelling appropriate use of mobile phones and reporting any breaches in line with school procedures.

4.3 Parents, carers, visitors and volunteers

All adults on site are expected to comply with this policy and support the school in maintaining a safe learning environment.

5. Pupils

5.1 Permitted possession

- Pupils in Year 6 may bring a mobile phone to school if they travel to or from school independently
- All mobile phones brought onto site must be switched off before entering the school gates

5.2 Storage

- Year 6 pupils must hand their phone to their class teacher on arrival
- Phones are stored securely in a locked safe and returned at the end of the school day
- Pupils in other year groups who accidentally bring a phone to school must notify an adult immediately so that the device can be safely stored in the school office and returned to the collecting adult at home time

5.3 Prohibited use

- Mobile phones must not be used on the school site before or after school
- Phones must not be used to take photographs, videos or audio recordings of pupils, staff or visitors
- Phones must not be used anywhere inside the school buildings

5.4 Sanctions

- Phones used inappropriately will be confiscated in line with the Behaviour Policy
- Repeated misuse may result in a ban on bringing a phone to school
- Staff may search phones in line with DfE guidance if safeguarding concerns arise

6. Staff use of mobile phones

6.1 General use

- Personal mobile phones must be switched to silent and stored away during contact time with pupils
- Use is restricted to non-contact time and areas where pupils are not present

6.2 Exceptions

- Emergency contact may be permitted with approval from the Head of School in areas without pupils
- Staff may use personal phones for urgent work-related matters where necessary

6.3 Safeguarding and data protection

- Staff must not share personal contact details with pupils or parents
- Photographs of pupils must only be taken using school devices
- Images must be stored securely and deleted in line with school data protection procedures

6.4 Sanctions

Breaches of this policy may result in disciplinary action in line with the Staff Conduct Policy.

7. Visitors, parents and volunteers

Visitors, parents and volunteers must adhere to the same expectations as staff while on site.

They must not:

- Use mobile phones in classrooms or around pupils
- Take photographs or videos of pupils at a public event and only of their own child
- Share school related images or information on social media without appropriate consent

8. Loss, theft or damage

- The school accepts no responsibility for the loss, theft or damage of personal mobile phones
- All devices should be secured with passwords and stored safely
- Confiscated phones are stored securely in a locked cabinet in the school office

9. Monitoring and review

This policy will be reviewed biennially or earlier if required and approved by the governing board.

10. Data protection

All personal data and images associated with mobile phone use will be managed in accordance with the school's GDPR and Data Protection policies.