

Pupil Mobile Phone Policy

Agreed by Governors

Committee/FGB	Date:	Next Review Date:
Learning & Attainment	Summer 2018	Summer 2021
Learning & Attainment	Summer 2021	Summer 2024
Learning & Attainment	Spring 2024	Spring 2027

Principles

At Robin Hood Junior School, we recognise that mobile phones and similar devices, including smartphones and smart technology (such as smartwatches), are an important part of everyday life for pupils, parents/carers, staff and the wider community.

This policy aims to:

- Promote the safe, responsible and appropriate use of mobile phones and smart devices
- Set clear expectations for pupils, staff, parents/carers, visitors and volunteers
- Support other key school policies, particularly those relating to safeguarding, behaviour and data protection

The policy also addresses challenges associated with mobile phone use in school, including:

- Safeguarding and child protection risks
- Data protection and privacy concerns
- Disruption to teaching and learning
- Risk of loss, theft or damage to valuable items

Throughout this policy, the term *mobile phones* refers to mobile phones and all similar devices with communication or smart technology.

Relevant Guidance

This policy complies with the Department for Education's (DfE) non-statutory guidance on mobile phone use in schools and behaviour in schools. It should be read alongside:

- *Keeping Children Safe in Education (KCSIE)*
- The school's Behaviour Policy
- Code of Conduct
- Acceptable Use of Technology Policy

Roles and Responsibilities

- All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.
- Volunteers or any other adults engaged by the school must report any actual or suspected breaches of this policy to a member of staff.
- A member of the Senior Leadership Team (SLT) is responsible for monitoring this policy, reviewing it every three years, and holding staff and pupils accountable for its implementation.
- Staff will address questions or concerns from parents/carers promptly and clearly communicate the rationale for the school's approach to mobile phone use.

Use of Mobile Phones by Staff

DfE guidance states that staff should not use their personal mobile phones for personal reasons in front of pupils during the school day.

Staff mobile phone use is covered by the school's Code of Conduct and Acceptable Use of Technology Policy.

Policy dated: Spring 2026

Next Review: Spring 2029

Expectations (in line with the Staff Code of Conduct and Acceptable Use Procedures)

- Mobile phones should not be out for personal use when there are children present.
- Personal mobile phone use is restricted to areas where pupils are not present (e.g. staffroom).
- During the school day, staff must only check phones at break/lunch and away from pupils.

Exceptional Circumstances

There may be rare occasions where staff need access to their phone during contact time, for example:

- Emergency contact relating to their child or their child's school
- Acute illness of a dependent or close family member

The Headteacher will determine, on a case-by-case basis, whether special arrangements are appropriate. Where no exception is agreed, staff should use the school office as the emergency contact point.

Data Protection

Staff must not use personal mobile phones to process personal data or confidential school information. This includes entering personal or school data into generative artificial intelligence (AI) tools such as chatbots.
Further detail is available in the Acceptable Use of Technology Policy.

Safeguarding

To safeguard pupils:

- Staff must not share personal contact details with pupils or parents/carers.
- Staff must not connect with pupils or parents/carers via personal social media or messaging apps.
- Staff should avoid publicising personal contact details online.
- Staff must not use personal mobile phones to take photographs, videos or audio recordings of pupils, their work, or anything that could identify a pupil.

Where photographs or recordings are required for educational or school purposes, only school-owned equipment must be used.

Approved Work-Related Use

In limited circumstances, staff may need to use personal devices for work-related reasons, including:

- Multi-factor authentication
- Emergency evacuations
- Supervising residential visits

The school provides two school-issued mobile phones for use on educational visits alongside ipads for taking pictures of the pupils in school or on school trips. Where school-issued mobile phones or devices are provided, these must be used in line with the Acceptable Use of Technology Procedure.

Use of Mobile Phones by Pupils

DfE guidance states that pupils should not use mobile phones during the school day. This includes all devices with communication or smart technology, such as smartwatches.

Expectations

- Pupils must not bring mobile phones or devices with internet or communication capability (including smartwatches and fitness trackers) to school.
- Exceptions may be granted only in exceptional circumstances following a written request to the Headteacher. These will be rare and at the Headteacher's discretion.
- Normal travel to and from school is not considered an exceptional circumstance.

This policy aligns with the school's expectation that pupils should not bring valuable items into school. The school accepts no responsibility for loss, theft or damage.

Searching, Confiscation and Sanctions

The school follows DfE guidance on searching, screening and confiscation.

Staff may search a pupil or their belongings, including a mobile phone, where there is a good reason to believe the device:

- Contains prohibited or illegal material
- Has been used, or may be used, to cause harm or commit an offence

If a pupil inadvertently brings a device to school and reports it to an adult, the device will be stored securely and returned at the end of the day.

Sanctions

If a device is found:

- Parents/carers will be informed
- Devices will be held securely in the school office

Sanctions will escalate as follows:

- **First offence:** Device confiscated, parent/carer contacted, returned at end of day
- **Second offence:** Device confiscated, parent/carer must collect, meeting with senior leader
- **Third offence:** Temporary ban on bringing devices and a formal behaviour sanction

If images of pupils or staff are found:

- The device will not be returned until images are deleted in the presence of SLT or by the parent/carer
- This will be treated as a serious breach and addressed in line with the Behaviour Policy

It is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may involve the police where appropriate.

Serious Incidents and Criminal Conduct

Some behaviours involving mobile phones may constitute criminal offences. These include, but are not limited to:

- Sexting (consensual or non-consensual sharing of nude or semi-nude images)
- Upskirting
- Threats of violence or assault
- Abusive or discriminatory messages or online content

Such incidents will be treated as safeguarding concerns and referred to external agencies, including the police, where necessary.

Policy dated: Spring 2026

Next Review: Spring 2029

Parents/Carers, Visitors and Volunteers

Parents/carers, visitors, volunteers, governors and contractors must follow this policy when on the school site during the school day.

This includes:

- Not taking photographs or recordings of pupils (except their own child at public events)
- Using images for personal use only and not sharing on social media without consent
- Not using mobile phones during lessons or when working directly with pupils

Parents/carers or volunteers supporting trips or residential visits must not:

- Contact other parents/carers using their personal phones
- Take photographs or recordings of pupils

They are expected to support enforcement of this policy but must refer confiscation or sanctions to a member of staff.

Parents/carers should contact the school office if they need to reach their child during the school day and must not attempt to contact pupils directly.

Monitoring and Review

The school is committed to ensuring this policy supports pupils' education, behaviour and wellbeing.

When reviewing the policy, the school will consider:

- Feedback from pupils, parents/carers and staff
- Behaviour and safeguarding records
- Updated guidance from the DfE, local authority and other relevant bodies

This policy is monitored by the Governing Body through the Learning and Attainment Committee. The policy will be reviewed every three years or sooner if national guidance changes.

Policy dated: Spring 2026

Next Review: Spring 2029

Mobile Phone Policy – Parent & Pupil Summary

Parent/Carer Summary

At Robin Hood Junior School, our mobile phone policy is designed to keep children safe, focused on learning, and protected from online and safeguarding risks.

Key points for parents/carers

- Children should not bring mobile phones or smart devices to school, including smartwatches and fitness trackers.
- This helps to:
    - Reduce distractions during learning
    - Prevent safeguarding and data protection risks
    - Avoid loss, theft or damage to valuable items

Exceptions

- Exceptions will only be considered in rare and exceptional circumstances and must be requested in writing to the Headteacher.
- Normal travel to and from school is not considered an exceptional circumstance.

If a phone is brought to school

- If a child brings a phone accidentally and tells an adult, it will be kept safely and returned at the end of the day.
- If a phone is found:
    - Parents/carers will be contacted
    - Repeated incidents will lead to escalating sanctions
    - Parents may be asked to collect the device from school

Safeguarding and online safety

- Taking photos or recordings of pupils is not allowed on school premises (except of your own child at public events).
- Images must not be shared on social media without appropriate consent.
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Our policy reflects Department for Education guidance and supports the school's safeguarding responsibilities. If you have any questions, please contact a member of the Senior Leadership Team via the school office.

Mobile Phone Policy - Pupil Summary

At Robin Hood Junior School, we want everyone to feel safe, happy and ready to learn.

What you need to know

- **Do not bring a mobile phone, smartwatch or similar device to school.**
- This helps you:
  - Concentrate on your learning
  - Stay safe
  - Enjoy time with friends

If you bring a phone by mistake

- Tell an adult straight away.
- Your phone will be kept safe and returned at the end of the day.
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What happens if a phone is brought to school

- Your parent/carer will be told.
- If it happens again, there will be further consequences.

Staying safe

- Never take photos or videos of other pupils or staff.
- Never send messages or images that could upset, embarrass or hurt someone.
- Using phones to bully, threaten or upset others is very serious and can involve outside agencies.
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If you are worried about anything, talk to a teacher or another trusted adult.
We all have a part to play in keeping our school safe and respectful.