

**SOUTH WALNEY JUNIOR SCHOOL**

# **Mobile Phone Policy**

Barrow-in-Furness, Cumbria, England

<b>Approved by</b>	Governing Board — April 2026
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## **1. Introduction and Aims**

At South Walney Junior School, we recognise that mobile phones and similar devices are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

This policy aims to:

- Promote safe and responsible phone use
- 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, online safety and behaviour

This policy also aims to address challenges posed by mobile phones in school, including:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage
- Appropriate use of technology in the classroom

**Note:** Throughout this policy, "mobile phones" refers to mobile phones and similar devices, including smartphones and tablets used for personal purposes.

## 2. Relevant Guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance.

Further guidance considered alongside this policy includes Keeping Children Safe in Education (KCSIE).

## 3. Roles and Responsibilities

### 3.1 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 headteacher is responsible for monitoring the policy annually, reviewing it, 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.

### 3.2 Governors

The governing board will review this policy annually and monitor its implementation through reports from the headteacher.

## 4. Use of Mobile Phones by Staff

## **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 during contact time with children. 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 staffroom).

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for personal reasons — for instance, for emergency contact by their child or their child's school, or in the case of acutely ill dependents or family members. The headteacher will decide on a case-by-case basis whether to allow special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office telephone as a point of emergency contact.

## **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots.

Further guidance on data protection can be found in the school's Data Protection Policy and ICT Acceptable Use Policy.

## **4.3 Safeguarding**

Staff must not give their personal contact details to parents/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/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it is necessary to take photos or recordings as part of a lesson, school trip or activity, this must be done using school equipment.

Further guidance can be found in the school's Online Safety Policy and ICT Acceptable Use Policy.

## **4.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work, such as during emergency evacuations, supervising off-site trips, or supervising residential visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with the staff code of conduct

- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers directly — if necessary, contact must be made via the school office

## 4.5 Sanctions

Staff who fail to adhere to this policy may face disciplinary action. See the school's Staff Disciplinary Policy for more information.

# 5. Use of Mobile Phones by Pupils

South Walney Junior School is a Key Stage 2 school for pupils aged 7–11. The default position is that **pupils should not bring mobile phones to school**. Mobile phones are not permitted on the school premises during the school day, including during lessons, breaktimes and lunchtimes.

If a parent/carer believes there is an exceptional reason for their child to bring a mobile phone to school (for example, if the child walks to and from school independently), they must contact the headteacher to request permission.

Where permission is granted, the pupil must hand their phone in to the school office immediately upon arrival. The phone will be switched off and stored securely, and returned to the pupil at the end of the school day. Pupils must not keep phones on their person, in bags or in trays at any time.

Any pupil granted permission must adhere to the school's Acceptable Use Agreement for mobile phone use (see Appendix 1).

## 5.1 Use of smartwatches by pupils

Smartwatches with communication capabilities (e.g., the ability to send or receive messages, make calls or access the internet) are treated in the same way as mobile phones under this policy.

Pupils may wear a basic watch to tell the time, but smartwatches with communication or camera features must either be left at home or handed in to the school office on arrival, in the same way as mobile phones.

Parents/carers should contact the headteacher if their child wears a smartwatch for medical purposes (e.g., monitoring blood sugar levels for diabetes) so that appropriate arrangements can be made.

## 5.2 Exceptions for special circumstances

The school may permit a pupil to bring a mobile phone to school due to exceptional circumstances, considered on a case-by-case basis. Examples include:

- Pupils who walk to and from school independently
- Young carers who need to be contactable

- Pupils with medical needs who use their phone to support monitoring
- To request permission, parents/carers should contact the headteacher.

## 5.3 Sanctions

If a pupil is found to have a mobile phone on their person during the school day (without prior permission), or is found using a mobile phone, the phone will be confiscated and stored securely in the school office. A parent/carer will be required to collect the phone from the school office at the end of the school day.

Repeated breaches will be dealt with in line with the school's Behaviour Policy.

Staff have the power to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. Headteachers can confiscate mobile phones for the length of time they deem proportionate.

Staff also have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation — for example, if there is reason to believe the phone contains inappropriate content or has been used to cause harm to another person.

In each case, the sanction given must be reasonable and proportionate. The school will consider whether there are any relevant special circumstances (for example, special educational needs or disability) and whether the pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education.

## 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 while on the school site during the school day. This means:

- Not taking pictures or recordings of pupils, unless it is at a public event (such as a school fair) and only of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Keeping phones on silent while on the school grounds

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception. A summary of these rules is provided on entry (see Appendix 3).

Parents/carers or volunteers supervising school trips must not use their phone to contact other parents/carers, and must not take photos or recordings of pupils. They are also responsible for supporting the enforcement of the pupil phone rules set out in Section 5, but must refer any sanctions to a member of staff.

Parents/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 a personal mobile during the school day.

## 7. Loss, Theft or Damage

Pupils bringing mobile phones to school (where exceptional permission has been granted) must ensure the phone is handed in to the school office on arrival.

Pupils must secure their phones using passwords or PIN codes.

Staff must also secure their personal phones, as well as any work phone provided to them.

Confiscated phones will be stored securely in the school office in a locked cabinet.

**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.**

This disclaimer is communicated to parents/carers via the permission form (Appendix 2), and a copy of this policy is available from the school office.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

## 8. Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.

The governing board will review and approve this policy annually.

# Appendix 1: Acceptable Use Agreement for Pupils

**South Walney Junior School**  
**Acceptable Use Agreement**

*For pupils who have been given permission to bring a mobile phone to school*

If you have been allowed to bring your mobile phone to school, you must follow these rules. Please read them carefully.

1. You must hand your phone in to the school office as soon as you arrive at school each morning.
2. You must not use your phone at any time during the school day — including during lessons, breaktimes and lunchtimes.
3. Your phone must be switched off (not just on silent) when you hand it in.
4. You must not use your phone to take photos or videos of other pupils or staff.
5. You must not share your phone's password or PIN with anyone else.
6. You must not use your phone to be unkind to anyone — this includes sending mean messages, texts or posts on social media. This rule applies even when you are not in school.
7. You must not use rude or hurtful language on your phone.
8. If a member of staff asks you to hand over your phone, you must do so straight away.
9. Your phone must not be brought into any test or assessment.
10. If you break these rules, you may lose permission to bring your phone to school.

I have read and understood the rules above. I agree to follow them.

Pupil name: \_\_\_\_\_ Year group / class: \_\_\_\_\_

Pupil signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 2: Permission Form Allowing a Pupil to Bring Their Phone to School**

### **South Walney Junior School Mobile Phone Permission Form**

Pupil name: \_\_\_\_\_ Year group / class: \_\_\_\_\_

Parent/carer name(s): \_\_\_\_\_

South Walney Junior School has agreed to allow the above-named pupil to bring their mobile phone to school because they:

- Travel to and from school independently
- Are a young carer
- Need the phone to support their medical needs

- Attend a before- or after-school activity where a mobile phone is required

*(Please tick the applicable reason or reasons. If the reason is not listed above, please describe it below.)*

Other reason: \_\_\_\_\_

Pupils who bring a mobile phone to school must abide by the school's Mobile Phone Policy and its Acceptable Use Agreement (Appendix 1).

The school reserves the right to revoke permission if a pupil does not abide by the policy.

**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.**

I confirm that I have read the school's Mobile Phone Policy and Acceptable Use Agreement, and I agree to the conditions set out above.

Parent/carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **For School Use Only**

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 3: Mobile Phone Information Slip for Visitors**

### **Use of Mobile Phones and Similar Devices at South Walney Junior School**

Welcome to South Walney Junior School. We ask all visitors, parents/carers and volunteers to observe the following guidelines while on the school site:

- Please keep your mobile phone on silent while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, please go to the school reception area.
- Do not take photos or recordings of pupils or staff.
- Do not use your phone in lessons, or when working with pupils.
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Mobile Phone Policy is available from the school office.

