

# Reepham Church of England Primary School



## Mobile Phone Policy

**This policy provides clear guidance on the use of mobile phones in school for staff, visitors and pupils.**

### **Purpose & Aims**

At Reepham Church of England Primary School, the welfare and well-being of our pupils is paramount. This policy outlines the expectations for mobile phone use, in line with the Department for Education (DfE) guidance. We aim to create a safe, respectful, and focused learning environment for all pupils.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

***Where mobile phones are referenced, it is used to include other devices such as iPads/tablets or wearable technology, such as smart watches.***

### **Scope**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection and Safeguarding Policy
- [Mobile Phones in School](#) - February 2024
- [Behaviour in Schools](#) – February 2024

### **Mobile Phones**

This policy is separated into three sections. The use of mobile phones by:

- 1) Staff**
- 2) Parents, visitors (including contractors) or volunteers**
- 3) Pupils**

#### **Staff**

Staff are allowed to bring their phones to school, but they are only permitted to use them in areas where no children are present. The school cannot take responsibility for items that are lost or stolen.

Staff use of mobile phones during their working day should be:

- discreet and appropriate, e.g. not in the presence of pupils.
- Staff should never contact pupils or parents/carers from their personal mobile phone or give their mobile phone number to pupils or parents/carers.

- If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph a pupil or allow themselves to be photographed by pupils.
- This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.
- Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures.
- Staff are only allowed to wear smart watches within school if the camera function is switched off.

#### **Parents, visitors (including contractors) or volunteers**

- When parents, visitors or volunteers sign into school, they are reminded not to use mobile phones whilst on the school site.
- Adults either in school or accompanying children on school trips should not use their mobile phones to take pictures of pupils unless it is at a public event such as Sports Day or performances, and these should be only of their own children.
- Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school offices or staff rooms where children are not present.
- Personal cameras and mobile phone cameras must not be used to take pictures of children or information about children.
- If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or iPad.
- Parents accompanying children on school trips should not use their mobile cameras, tablets or wearable devices to take pictures of children.

***This guidance should be seen as a safeguard for members of staff, the school and our pupils. Staff should understand that failure to comply with the policy is likely to result in disciplinary investigation.***

#### **Pupils**

It is neither necessary or appropriate for pupils to bring mobile phones into school.

#### **Parents**

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

#### **Exceptional Circumstances**

We recognise that there may be some *exceptional circumstances* where parents/carers of children in Years 5 & 6 allow their child to walk to/from school independently and provide a mobile phone for safety and supervision reasons. In these circumstances, parents/carers must complete and submit the attached proforma to give consent and confirm understanding of the policy.

Children are required to turn off their mobile phone before entering the school gate and are only permitted to switch on their phones when they exit the school gate.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day.

Devices should be clearly marked so that each child knows their own mobile phone.

Devices should be turned off before handing in. Parents/carers are advised that Reepham Church of England Primary School accepts no liability for the loss or damage to mobile phones and any other smart devices which are brought into school or school grounds.

The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer first. As part of this agreement, your child should agree to unlock the phone if required by a member of staff. Where a child is found by a member of staff to be using a mobile phone, the phone will be confiscated from the child, handed to a member of the office team who will record the name of the child. The mobile phone will be stored by the school office. The child may collect the phone at the end of the school day. A letter will be sent home to parents/carers requesting that a permission slip be returned the next day.

If a child is found taking photographs or video footage with a mobile phone or smart watch of either other children or teachers, the device will be confiscated, and this will be regarded as a serious offence. If images of other children or teacher have been taken, the device will not be returned to the child until the images have been removed by the child in the presence of a senior teacher.

Should a child be found to be using their phone or devices inappropriately, the school reserves the right to withdraw this privilege. We ask that parents/carers talk to their children about the appropriate use of text messages and images. Should parents/carers need to contact children or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone 01522 750601 or email [school@reepham.lincs.sch.uk](mailto:school@reepham.lincs.sch.uk)

<b>Approval Date</b>	July 2025
<b>Policy Owner</b>	Reepham Church of England Primary School
<b>Adopted by Governing Board</b>	3 <sup>rd</sup> July 2025
<b>Review Date</b>	July 2028

**Appendix 1: Mobile Phone Policy Parental Consent Form**

Dear Parent/Carer,

In accordance with the school’s Mobile Phone policy, if your child is bringing a mobile phone into school, please complete and sign the form below to give permission for your child to do this and remind them of our school policy.

- Your child must bring their device to the school office first thing in the morning before they go into their classroom and collect it at the end of the school day.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child’s phone should be appropriately marked so that they can recognise it and turn it off before they enter the school gates.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege, and they will no longer be able to bring them into school.

Thank you for your co-operation.

Yours sincerely,

Mrs A Jackson  
Headteacher

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**Parent / Carer Mobile Phone Consent Form**

Please complete, sign and return to the school office

Child’s Name: ..... Class: .....

There are exceptional circumstances which mean that my child needs to bring a mobile phone to school. Please detail below:

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I give permission for my child to bring his / her mobile phone into school.

I have read and understood the policy and discussed this with my child and agree to the mobile phone being handed to the school office at the start of the day.

Signed:..... Date:.....

Parent’s Name (please print): .....