



Mobile Phone Policy 2025

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Last Approved by: Mrs J Griffiths, Headteacher

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Person responsible for the monitoring, evaluation and implementation of this document: Mrs J Griffiths,
Headteacher

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1. Introduction and aims

At Alder Grange we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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

2. Staff

All staff (including teachers, support staff, 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 Head Teacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff are permitted to use mobile phones in school for work purposes, including but not limited to:

- taking of class registers
- emergency contacting of other members of staff
- remote desktop/email access

3. Bringing mobile phones into school

3.1 Use of phones on school premises (including grounds)

- Pupils are **not** permitted to use mobile phones in the school premises or on school grounds at any time.
- We actively discourage pupils from bringing mobile phones into school, and will not accept any responsibility for the loss of or damage to any phone brought onto school premises however caused.
- The use of technology to bully, intimidate or otherwise harm others is a serious offence, and it is illegal to attempt to use mobile phones capable of taking photos for that purpose whilst on school property. Sanctions include confiscation, suspension, and exclusion.

3.2 Parent/Carer wishes to contact pupil

Parents 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 his/her personal mobile during the school day.

3.3 Pupils wishing to contact home

Should a pupil need to contact a parent or carer urgently then they should go to the school office/student services and request a call home.

3.4 Mobile Phones in School

Where a pupil brings a mobile phone into school, it must be turned off and left in a bag or pocket throughout the day. Alternatively a pupil may request that their phone is held securely in the school office until the end of the school day

If the phone is taken out of the bag/pocket and/or is left switched on and creates a distraction it will be confiscated until the end of the day.

4. Sanctions

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- Phones will be confiscated if a pupil is seen with a phone in hand or the phone makes a noise whilst in a bag/pocket
- When a phone is confiscated it will be held securely in the main school office, and returned to the pupil after school has finished.
- Should a phone be confiscated for a second time in a half term, then we will contact the parent/carers to collect the phone, and will not hand it back to the pupil.
- 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:

- o Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- o Upskirting
- o Threats of violence or assault
- o Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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

Parents, visitors 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 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 any pupil area, including reception/student services, or when working with pupils

Parents, visitors 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.

6. Loss, theft or damage

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.

Confiscated phones will be stored in the school office, in a sealed envelope, until collected by pupil or parent/carer at the end of the school day.

The school does not accept any responsibility for loss of or damage to any confiscated items

7. 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 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