



WATTON WESTFIELD
INFANT & NURSERY

WATTON JUNIOR

'A Community of Ambition, Creativity and Kindness'

Mobile phone policy

This policy will be reviewed in full by the Governing Body every two years, or sooner where there is a change to local or national guidance.

| Reviewed By | Local Governing Body |
|---|----------------------|
| Meeting at which policy was reviewed and approved | September 2025 |
| Next Review Date | September 2027 |

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1.0 Introduction and aims

At Watton Westfield & Watton Junior School we recognise that mobile phones, including smart phones, are an unavoidable part of everyday life for our pupils, parents/carers 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/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour, as follows:
 - Safeguarding & Child Protection
 - Behaviour
 - Online Safety
 - Code of Conduct (for staff and volunteers)

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
- Appropriate use of technology in the classroom

2.0 Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3.0 Roles and responsibilities

3.1 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 Executive Headteacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

4.0 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 make or receive personal calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time (unless in emergency / exceptional situations), and to areas of the school where pupils are not present (such as the staffroom or

offices). Staff are not permitted to share with pupils content of any kind directly through the screen of their personal mobile devices.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Executive Headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 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 (e.g. ChatGPT and Google Bard).

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps, unless in a personal capacity as members of the wider school community (for example where a member of staff is also a parent/carer of a pupil). 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 mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff are not permitted to use the school's WiFi for internet access through personal devices and are expected to follow the school's Online Safety Policy, with particular consideration to the school's acceptable use agreement.

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 circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers where contact can be made via the school office. In exceptional circumstances and where no alternative option is available, a personal mobile phone may be used, with the following protocols:
 - The mobile phone is set to hide caller ID;
 - The number dialled is deleted from the device's call log immediately after use.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.
See the Trust Code of Conduct for more information.

5.0 Use of mobile phones by pupils

Pupils are not permitted to have access to a mobile phone anywhere on the school site. In practice, this means the expectation that pupils do not bring mobile phones into school unless by prior arrangement.

5.1 Limited circumstances

In exceptional circumstances (to be determined by the Executive Headteacher on a case-by-case basis) a pupil may be permitted to leave their mobile phone in school, kept secure by school staff. Under these arrangements, the following conditions must be adhered to:

- The mobile phone must be switched off and handed to an agreed member of staff without delay upon arrival
- The mobile phone must be switched off by the pupil (confirmed by a visual check by a member of staff), to prevent remote access to the device via Bluetooth other wireless connection
- The mobile phone must not be used by the pupil between entering the school site and arriving at the classroom and similarly at the end of the school day between collection and leaving the school site
- The mobile phone must be in safe working order, to minimise the Health and Safety risks associated with storage of a faulty device

As the school does not have facilities for more than a very small number of mobile phones to be safely stored, and as the school considers it unreasonable to expect staff to spend any significant time managing the collection and return of devices on a daily basis, it is therefore expected that permissions for pupils to store a mobile phone in school will be made only under limited circumstances.

These may include:

- Pupils who arrive at school from one parent/carer's address and are returning from school to a different parent/carer's address who require a mobile phone for the purpose of communicating with parents/carers outside of school.
- Pupils with permission to walk home from school.
- Pupils who are young carers and need to be contactable. (Whilst in school, contact would be made through the school office).

This is not an exhaustive list and, in the case of each request being made, agreement to accept a pupil's mobile phone on the school site will be made based on the information provided, with the above intended as a source of guidance to parents and carers who must consider whether their request represents an exceptional circumstance.

The school's inclusion of limited circumstances provision within this policy seeks to balance a blanket ban on mobile phones for pupils entering the school grounds, which represents a definitive means of

safeguarding pupils from potential abuses of this technology, with the individual needs of pupils and families based on their circumstances.

5.2 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

At Watton Westfield & Watton Junior School, pupils are **not permitted** to bring any SIM-enabled smartwatch into school.

5.3 Sanctions

Pupils will be in breach of this policy if they are found to be:

- in possession of a mobile phone or SIM-enabled smartwatch anywhere on the school site during the school day (including within a school bag or coat pocket etc.)
- using or having visible a mobile phone or SIM-enabled smartwatch for any reason at any time whilst on the school site, even if given permission to leave a mobile phone secured in their classroom.

If found in breach of this policy, the pupil's mobile phone or smartwatch will be confiscated and held securely for collection by a parent/carer. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)).

The school office will contact parents/carers to arrange for the collection and a log of this will be kept, including a signed confirmation of collection.

In cases where there has been no suspected unacceptable use of a mobile phone (i.e. a pupil has been found in possession of a mobile phone but there are no concerns about the pupil's use of the phone in school), no sanction will accompany the confiscation and the breach will not be treated as a behaviour incident.

The school encourages pupils to self-report any accidental mobile phone possession and hand their device to an adult to be stored securely as detailed above.

Any use of mobile phones by pupils whilst on the school site will be dealt with as a behaviour incident according to the school's Behaviour Policy and based on the specifics of the incident, with consideration of the school's Online Safety and Safeguarding Policies as appropriate. Persistent possession of a mobile phone, even without use of the phone in school, will also be treated as a behaviour incident.

If the school has concerns about a pupil's mobile phone use, staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

Department for Education guidance allows schools to search a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Should a mobile phone search be deemed necessary, the decision will be made by a Designated Safeguarding Lead (DSL) and the search will also be carried out by a DSL, accompanied by a second member of staff, without other pupils present. Parents/carers will be informed of the search and the

outcome, except in cases where, in consideration of the school's Safeguarding Policy and safeguarding procedures, to do so may put a child at risk of harm. Referrals to external agencies (i.e. CADS, police) will be made in accordance with the school's safeguarding responsibilities.

For pupils above the age of criminal responsibility, 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:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's protected characteristics (see Anti-Bullying Policy for our definition of bullying behaviour and its impact).

6.0 Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 of their own child and with prior consent
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, around the school site during school hours, or when working with pupils

Parents/carers, 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.

6.1 School pick-up times

We request that parents/carers minimise the use of mobile phones whilst on site during pick up times to facilitate engagement with your child(ren)'s class teacher(s) and to ensure supervision of your child(ren) as they leave the school site.

6.2 School trips

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents/carers must use the school office as the single point of contact if they need to get in touch with their child during the school day. For this reason, pupils have no need of a mobile phone whilst at school.

7.0 Loss, theft or damage

Pupils permitted to bring phones to school (see '4.1 Limited Circumstance' above) must ensure that phones are appropriately labelled and presented to the class teacher immediately upon arrival. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions, as well as turning phones off for collection by the class teacher.

Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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.

Pupils, parents/carers and visitors will be made aware of the disclaimer above through:

- Signs in the school entryway
- Information provided in the school's 'Limited circumstances permission form' for bringing a phone to school
- Within the home-school agreement

Pupils' phones will be stored in the school office in a locked cabinet and a log kept of any device stored, including when it is handed in and returned. A signature will be taken to confirm the return of a mobile phone.

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

8.0 Monitoring and review

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

- Feedback from parents/carers 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

This policy will be reviewed by governors on an annual basis.

Appendix 1: Limited Circumstances Permission form

| | | | |
|---|------------|-----------|--|
| Request to allow a pupil to bring their phone to school | | | |
| Pupil name: | | | |
| Year group/class: | | | |
| Parent/carer(s) name(s): | | | |
| Outline of Limited Circumstances (please refer to the Mobile Phone Policy, section 4.1 or guidance before completing this form: | | | |
| | | | |
| Dates (if for a specific event) or frequency (e.g. Mondays and Fridays) | | | |
| | | | |
| I request that limited circumstances be granted for my child (named above) to bring a mobile phone into school, for the reasons stated above. | | | |
| I understand that permission is granted on a case-by-case basis and agree to accept the school's decisions based on the rationale presented in its Mobile Phone Policy. | | | |
| Signed: | | | |
| For school use only | | | |
| The school has considered the request above in line with the Mobile Phone Policy and return the following outcome. | | | |
| Authorised (tick): | Yes | No | |
| Headteacher signature: | | | |
| Date: | | | |
| Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. | | | |
| The school reserves the right revoke permission if pupils don't abide by the policy. | | | |
| Parent/carer signature: | | | |
| Pupil signature: | | | |

Appendix 2: Mobile Phone log

Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the foyer adjacent to the school office or speak to a member of staff who can escort you to a suitable area
- Do not take photos or recordings of pupils (unless it is your own child), 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.

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