

Springwood Infant and Junior School Federation

TOGETHER WE LEARN, TOGETHER WE GROW



Mobile Phone Policy for Staff and Pupils

Non- Statutory Policy

Approved By: **Governing Body**

Effective Date: **September 2026**

Review By: **September 2027**

Stay Safe,
Treat Others How You Wish to be Treated,
Try Your Best and be Proud

Springwood Federation

Mobile Phone Policy for Staff and Pupils

Introduction and statutory context

- This policy sets out Springwood Federation’s approach to the possession and use of mobile phones and similar devices by pupils, staff and visitors while on the school site or taking part in school-led activities.
- It follows the Department for Education guidance “Mobile phones in schools” (June 2026) and related DfE guidance on communicating policy to parents and is consistent with our behaviour policy, safeguarding procedures and equality duties.
- This policy operates within the OFSTED framework areas used at inspection: Safeguarding, Inclusion, Curriculum and Teaching, Behaviour and Attitudes, Personal Development and Leadership and Governance.

Purpose

- To create a mobile phone-free environment that supports focused learning, pupil safety and good behaviour.
- To protect pupils from harms associated with mobile phone misuse (e.g. cyberbullying, inappropriate contact or content, distraction) while enabling reasonable access where justified (e.g. medical need, long journeys).
- To set clear responsibilities and processes for pupils, staff, parents and governors to ensure consistent implementation.

Scope

- Applies to all pupils at Springwood Federation, staff, volunteers, governors, contractors, parents, AP providers, wrap around care providers and visitors while on the school site or during school-led activities such as trips and residential.
- Covers all personal mobile phones, smart watches with calling/messaging/browsing capability, tablets and devices that can transmit or receive calls, messages or internet data. Simple watches without connectivity are exempt. Devices issued or approved by school for an educational or medical reason are subject to specific arrangements.

Key principles

- The school is committed to safeguarding and inclusion. The approach balances the benefits of access to communication with the need for a safe, calm and learning-focused environment.

- Headteacher and governing body determine specific operational arrangements, using fair, transparent and consistently applied rules; reasonable adjustments will be made where required by law (e.g. SEND, medical needs).
- Parents will be consulted on significant changes and kept well informed about the policy and any amendments.

Policy for pupils

Core rule

- Pupils are not permitted to use mobile phones or smart devices during the school day (from arrival on site to leaving site at the end of the day), except where a specific, documented exception applies.

Permitted exceptions (examples)

- A documented medical need that requires the pupil to have immediate access to a device (e.g. diabetes monitoring). Such exceptions require written agreement and an individual plan, including safe storage and supervised use.
- Long journeys where a parent/carer and school have agreed an arrangement for travel safety; the device must be switched off and stored as agreed.
- School trips and residential visits where the teacher in charge has authorised use for contact at specified times/locations or for educational purposes.

Expected pupil behaviour

- 'Brick Phones' brought into school must be: switched off (not on silent), handed into the office/secure storage on arrival OR placed in a school-provided lockable pouch as determined by year group practice.
- Phones must not be used in lessons, corridors, cloakrooms, outdoor play areas, assemblies or any other part of the school day unless expressly authorised.
- Images or recordings of pupils or staff must never be made or shared without permission from the headteacher.

Sanctions and confiscation

- Non-compliance will be handled in line with the behaviour policy. Examples:
 - First breach: device confiscated and returned to pupil at end of day / stored and returned to parent
 - Repeated breaches: device confiscated and collected by parent/carer; further sanctions in line with behaviour policy.

- Confiscation procedures:
 - Confiscated devices are stored securely in the school office; a record of confiscation is kept (date, time, pupil, staff member).
 - Staff will not search the content of a device. If there is reason to believe a device contains evidence of a criminal offence or safeguarding concern, the school will follow safeguarding procedures and may involve police.
- Parents' role: parents must collect confiscated devices if policy states so; the school will communicate expectations and processes clearly.

Policy for staff and adult users

General expectations

- The majority of staff (teaching teams, support staff, lunchtime supervisors etc) should not use personal mobile phones for personal reasons in front of pupils during the school day. Teaching staff may use mobile phones for two-factor authorisation however, at other times, mobile phones should be kept out of sight or securely stored. Staff may use mobile phones on offsite residentials to maintain communication lines with school and if necessary, parents or emergency services. A further exception includes the Site team for communicating with contractors.
- Senior leaders may carry and access mobile phones during the school day where this is necessary to fulfil their leadership, safeguarding, health and safety, operational, or emergency management responsibilities. Such use must be professional, proportionate, and in accordance with the school's safeguarding, confidentiality, data protection, and acceptable use policies:

Leadership and Operational Management

-To remain contactable when moving around a large site or between multiple school sites.

To coordinate responses to significant incidents, emergencies, or building issues.

To maintain communication with external agencies, contractors, transport providers, or the local authority.

To manage staffing issues, including arranging emergency cover.

Safeguarding and Child Protection

To respond promptly to safeguarding concerns when away from an office.

To communicate with Children's Services, police, health professionals, or other safeguarding partners

To receive urgent alerts regarding vulnerable pupils or ongoing safeguarding matters.

To support off-site visits, alternative provision placements, or children educated off-site.

Health and Safety

To coordinate emergency evacuations, lockdowns, or critical incidents.

To maintain contact with first aiders and emergency services where necessary.

To respond quickly to accidents or serious medical incidents.

Educational Visits and Off-Site Activities

To communicate with staff supervising educational visits.

To manage emergencies involving pupils attending off-site activities.

To maintain contact with parents and external providers when issues arise.

- AP providers
- All visitors to the school, including parents, Governors and external professionals, are expected to keep mobile phones out of sight whilst on site. If a call must be taken, visitors should leave the immediate vicinity of children and either exit via the main reception area or use a pre-arranged private space identified by the school.
- Staff may use phones in designated staff areas or on break times provided this does not compromise supervision or professionalism.

Professional boundaries and safeguarding

- Staff must not take photos or videos of pupils on personal devices. School cameras, tablets and devices exist for approved recording; where unavoidable, prior permission from the Headteacher is required and images must be transferred to secure school storage and deleted from the personal device promptly. Alternative provision settings will comply with this policy and be provided with a designated iPad for images (which will be uploaded to SharePoint by Springwood Staff) and a walkie-talkie for communications.
- Social media and communication: staff must follow the staff code of conduct regarding communication with pupils and parents (no personal direct messaging to pupils).

Supply staff, volunteers and visitors

- All visitors, volunteers and supply staff must comply with this policy and will be informed on arrival.

Role of parents and carers

- Parents must support the school's mobile phone policy. They should:
 - Not contact their child during the school day via the child's phone; contact the school office for urgent messages.
 - Ensure pupils who have phones understand and comply with the school rules.

- Discuss and support online safety and responsible device use at home.
- Attend, where possible, workshops and events regarding online safety, wellbeing and responsible device use.

Communication with parents

The school will publish the policy on its website, include it in the new starter pack and use multiple communication channels when changes are made (letters, email, website, assemblies). Trial days and phased introduction will be used for significant policy changes or where possible advance warning will be provided for any significant policy changes and where appropriate parent views will be sought.

Role of governors and leadership

- Governors will:
 - Approve and review the mobile phone policy as part of the school's policy schedule.
 - Ensure the policy aligns with safeguarding, equality and health & safety duties.
- Senior leaders will:
 - Lead implementation, communication, monitoring and evaluation of the policy; provide training and clear operational guidance to staff.
 - Ensure reasonable adjustments and individual plans are in place for pupils with SEND or medical needs.

Safeguarding and data protection

- If a device is suspected to contain images relating to abuse, the school will follow safeguarding procedures and refer to police as necessary. The DSL (Designated Safeguarding Lead) will be involved with any such incidents.
- The school will comply with data protection law when handling personal data on devices, including secure storage of confiscated devices and any transferred media.
- Where a parent, pupil or other individual reports that they possess images, videos or other digital content that may be evidential, illegal, harmful or related to a criminal matter, they will be advised to share this information directly with the police. School staff will not request, receive or view such content unless directed to do so by the police or other appropriate authority. Where content is sent to the school without prior agreement, staff will avoid viewing it where possible and will follow the school's safeguarding and incident-reporting procedures immediately.

Implementation arrangements and operational detail

- Arrival and storage options:
 - Pupils do not bring phones into school except in exceptional agreed cases. If brought, brick phones must be handed in to the school office on arrival for secure storage and collected at the end of the day.
- Contact with pupils during the day:
 - Parents wishing to contact their child must call the school office. The office will relay urgent messages. Pupils may use office phones with staff permission for urgent calls home.
- Exemptions and reasonable adjustments:
 - All exemptions must be formally documented, setting out the reason, arrangements for storage and access, supervisory staff and review date. Parents and relevant staff must co-produce these adjustments. (See DfE guidance on co-production.)
- Trips and off-site activities:
 - Teachers must determine arrangements for phone use prior to trips (e.g. phones kept by staff, restricted times for pupil contact) and inform parents accordingly.

Monitoring, evaluation and review

- Monitoring:
 - Senior leaders will monitor compliance through regular spot checks, behaviour logs and confiscation records. DSLs will check for any safeguarding incidents linked to mobile phone use.
 - Records will be analysed to identify trends (year groups, times, reasons) and inform practice or training.
- Review:
 - The policy will be reviewed annually or earlier if legislative or DfE guidance changes, or following significant incidents. Governors will receive a termly monitoring report summarising incidents, exemptions and any safeguarding concerns related to devices.

Communication and training

- The policy will be:
 - Published on the school website and will be readily available on the school system.
 - Shared with parents at induction and whenever changes are proposed (consultation recommended).

- Reinforced through assemblies, PSHE/RSHE curriculum content and staff training on consistency, safeguarding and reasonable adjustments.
- The school will provide parents with resources on online safety and device management.

Equality, inclusion and reasonable adjustments

- Springwood Federation recognises that children with SEND or medical conditions may require different arrangements. Leaders will co-produce an individual plan with parents and relevant professionals that meets legal duties (e.g. the Equality Act 2010) while maintaining the safety and learning environment for others. Plans will be reviewed regularly.

Records and accountability

- The school will keep:
 - A log using the CPOMs software if a device has been confiscated (date, pupil, reason, staff member, return details).
 - Records of exemptions/individual plans and periodic reviews.
 - Records of any safeguarding incidents or referrals linked to mobile phones.
- The headteacher and governing body are accountable for ensuring compliance and for reporting to parents/governors as **required**.

Raising concerns and complaint procedure

- Parents or pupils who have concerns about the application of this policy should raise them with the class teacher or the headteacher in line with the school's complaints policy. Safeguarding concerns will be addressed immediately through DSL procedures.

Related policies and documents

- Behaviour Policy
- Safeguarding (Child Protection) Policy and Procedures
- Staff Code of Conduct
- SEND and Inclusion Policy / Individual Healthcare Plans
- Data Protection (GDPR) Policy