

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: **November 2025**

Review By: **November 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

Rationale

At Springwood Federation, the welfare and wellbeing of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing acceptable, clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against 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 usages, this policy refers to ALL mobile communication devices.

This policy applies to all individuals who have access to personal mobile phones on site, including, but not limited to, all stakeholders: staff, volunteers, proprietors, children, young people, parents, carers, visitors, and contractors.

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

- Safeguarding Policy
- Behaviour and Anti-Bullying Policy
- Staff Code of Conduct
- The School's Lockdown Procedure
- Protected Disclosures (Whistle Blowing) Policy
- ICT staff policy
- ICT Social Media Policy

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore, that all practitioners:

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours and their on-line presence
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. Compliance with this policy forms the basis of trust regarding the carrying and use of mobile phones within the setting.

Personal Mobiles – Staff

- Staff should use their mobile phone with the two factor authenticator for Arbor/CPOMs, then ensure the phone is placed on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.
- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office and/or via landlines located in school or by walkie-talkie where provided. If you are in a location where communication is not possible (e.g. fields/woods) and you do not have a walkie-talkie then staff should carry a mobile phone for emergency use only.
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Staff must security protect access to their phone (e.g. password protected)
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Executive Headteacher and office staff aware of this so messages can be relayed promptly or have their phone on them.
- Staff are not at any time permitted to use their personal mobile phones to take photographs or video recordings, particularly of children, or to share any images or recordings taken on school premises.
- Legitimate recordings and photographs should be captured using school equipment such as cameras or the iPads
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher as protected disclosure procedure.

Personal Mobiles (Smartphones) – Pupils

We recognise that phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide means of bullying or intimidating others. There is also now an alarming amount of evidence and research of the negative effects of smartphones and social media on children and teenagers. These include:

- Poor mental health, such as depression, anxiety and low self-esteem.
- Issues with cyberbullying, attention, focus and sleep.
- Exposure to dangerous and harmful content, and inappropriate material.
- Opportunity cost: Smartphones can be highly addictive, and hours spent on a device reduces time spent playing, interacting and developing vital social skills.

Therefore, from January 2026 smartphones will not be permitted in school, however if parents need to contact their child while they travel to and from school, a simple 'brick' phone is more than enough. A 'brick' phone (or basic feature phone) is a device with no or limited internet connectivity, and no camera or advanced multimedia functions.

- Pupils are allowed to bring a mobile phone (brick phone) to school but they must leave it, turned off at the entrance to the Junior office and give it to a member of staff who will collect them. At the end of the school day after exiting the school they can collect their phone from a member of staff situated outside the Junior office. Whilst we will endeavour to look after these phones, the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.
- Children are not permitted to take mobile phones on residential/offsite visits. The school will communicate its emergency contact procedures for all off-site visits.

Volunteers, Visitors, Proprietors, Advisers and Contractors

All volunteers, visitors, proprietors, advisers and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors should be informed on our expectations around the use of mobile phones. The school will share the policy when at off-site visits and residential to safeguard our children off-site.

Parents

We, therefore, ask that parents' use of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We do allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents understand that while they may capture images/video, they must not publish, upload, or otherwise share any images that include children other than their own. Parents/carers are reminded of this at the start of every school performance, on sports day, etc. and will receive written reminder in the newsletter at the start of the academic year.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

The impact of this policy on staff workload has been considered.