Leigh St Mary's Church of England Primary School

Use of Mobile Phones Policy

Updated: March 2026

Review: March 2028

Headteacher: Mrs S Watson

Named personnel with designated responsibility:

Designated Senior Person for Safeguarding and Behaviour Management: Mrs S Watson

Deputy Designated Senior for Safeguarding and Behaviour Management: Mrs S Watson

Nominated Governor for Safeguarding: Mrs Deborah Catchatoor

Chair of Governors: Mr Ashley Turner

Our School Mission Statement

INSPIRE To be the best that I can be

BELIEVE To believe I can make a difference for good in this world

ACHIEVE To know I have the roots to grow and the wings to fly

At Leigh St Mary's Church of England Primary School we promote a life-long love of learning. Through enriching, exciting learning opportunities and a creative curriculum, children are given the foundations to flourish. Our Christian values are at the heart of our school and provide us with a culture of happiness, respect and trust.

We aim to promote a sense of belonging within a warm, nurturing environment where children feel safe and valued. We celebrate cultural diversity and believe that every child should have the opportunity to be the best that they can be.

Through our encouragement of good manners, kindness and friendship we aim to ensure our children display the values of good citizenship. We hope to instil in our children an 'I can' attitude and to provide our children with the tools to succeed in an ever changing world.

Leigh St Mary's Church of England Primary School

Contents of the policy:

1. Statement of intent
2. Scope
3. Code of Conduct
4. Personal Mobiles – Staff
5. School Trip Mobile Phones
6. Issue of Mobile Phones for work related purposes
7. Use of the School Landline
8. Personal Mobiles – Pupils
9. Volunteers, Visitors, Governors and Contractors
10. Parents
11. Dissemination
12. Monitoring and review

Statement of Intent:

At Leigh St Mary's the welfare and well-being 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 clear and robust acceptable mobile user guidelines. 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.

1. Scope

This policy applies to all individuals who have access to personal mobile phones on site. Staff can leave mobile phones in the secure storage provided in the school office if they wish, but must adhere to this policy if they wish to keep their phone with them.
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 Children Policy
- Anti-Bullying Policy
- E-Safety Policy
- Social Media Policy
- Staff Code of Conduct
- GDPR Policy

2. 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.
- 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. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

3. Personal Mobiles – Staff

3.1. Staff are not permitted to make/receive calls/texts during contact time with children. The school office number should be given for all Emergency contact.
3.2. Staff should have their phones switched off and out of sight (e.g. in a drawer, cupboard handbag) during class time.
3.3. Mobile phones should not be used in spaces where children are present (e.g. classroom, playground), even for setting alarms etc.
3.4. 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.
3.5. Social Media apps should only be accessed on personal phones at lunchtime only when not working and in the staff room.
3.6. Employees accessing work emails using either their personal mobile phones should have the appropriate secure systems in place to ensure the data cannot be accessed, should their phone be lost or stolen. Employees are requested to sign a declaration on reading this policy to ensure their phone is password or pin protected.
3.7. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and request permission to have their phone in case of having to receive an emergency call. It is at the Headteachers discretion whether this is permissible.
3.8. Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings/pictures/videos of children, or sharing for images.
3.9. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
3.10. Leigh St Mary's is not responsible for the loss, damage or theft of any personal mobile device.
3.11. Inappropriate messages must not be sent to any member from the school community.
3.12. Staff should report any usage of mobile devices that causes them concern to the Headteacher.
3.13. Failure to comply with the above may lead to disciplinary action

4. Use of Mobile Phones and Ipads on School Trips

4.1. We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:
4.2. On school trips employee's and volunteer's mobile phones are only to be used for emergencies or contacting the school.
4.3. Only a school ipad is used to take pictures/videos of the children when on a trip.
4.4. These pictures/videos must be downloaded on a school PC on return and then deleted.
4.5. Mobiles should never be used whilst driving – this is a criminal offence.
4.6. Failure to comply with the above may lead to disciplinary action.

5. Use of the School Landline

5.1. The school landline must only be used in connection with school business. Using the landline to make a personal/private call must only be carried out if permission has been obtained from member from the Senior Leadership team.
5.2. The school landline must not be used to contact premium rate numbers.
5.3. The landline number must not be used to promote any external private business.
5.4. The school landline must not be used in a manner that could bring the school into disrepute.

6. Personal Mobiles – Pupils

6.1. We recognise that mobile 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 a means of bullying or intimidating others. Therefore:
6.2. Pupils are not permitted to have mobile phones on school trips.
6.3. A mobile phone is only allowed if the child walks home from school alone, and permission has been granted by the Headteacher. However, on arrival at school, the phone must be handed in to the class teacher switched off, and stored securely, it should be collected by the child at home time (the phone is left at the owner's own risk).
6.4. The mobile phone should not be used on the school grounds without prior permission from the Headteacher.
6.5. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'

7. Volunteers, Visitors, Governors and Contractors

7.1. All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

8. Parents

8.1. While we would prefer parents not to use their mobile phones while on the school playground, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

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

8.3. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

9. Dissemination

10.1 The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available on the school website.

10. Monitoring and review

10.1. The Headteacher is responsible for monitoring this policy and procedures and amending accordingly following incidents or concerns.

10.2. The policy will be reviewed by the Headteacher every 3 years.

Leigh St Mary's Church of England Primary School

Mobile Phone and Remote Access User Agreement

This agreement is between:

Leigh St Mary's and .....

The following are the conditions under which you, the Leigh St Mary's employee, will accept the provision of a mobile phone from Leigh St Mary's.

The school retains sole right of possession of the mobile phone and related equipment, and may transfer the mobile phone to another employee if you do not, or are unable to, for any reason, fulfil the requirements of this agreement.

Under this agreement the school will:

1. Provide a mobile phone for your sole use while you are a permanent full-time or part-time employee at the Trust.
2. Set up the mobile phone to enable you to connect to and make effective use of the network.
3. Plan and manage the integration of the mobile phone into the environment, and provide the professional development required to enable you to use the mobile phone effectively.
4. When required, expect you to pay an excess for accidental damage or loss, or repair / replacement costs where loss or damage is a result of your own negligence.
5. Make regular payment to the leasing company for the mobile phone (if applicable).

Under this agreement, you will:

1. Bring the mobile phone and charging unit to work each day and keep the mobile phone with you or within your sight at all times.
2. Transport the mobile phone safely using the cover issued with the mobile phone.
3. Use the mobile phone only for the purposes of work.
4. Do not use the mobile phone to take any pictures of children within the school unless authorised to do so by a member of SLT e.g. Headteacher. These must then be deleted from the mobile phone as soon as they have been used for the task requested.
5. Not permit any other individual to use the mobile phone without your supervision.
6. Take responsibility for any other individual using the mobile phone.
7. Provide suitable care for the mobile phone at all times and not do anything that would permanently alter it in any way.

8. Not use the mobile phone in ways which could damage the reputation of the school or your own career.
9. Lock the mobile phone screen when not in use with a passcode.
10. Keep the mobile phone clean.
11. Immediately report any damage or loss of the mobile phone
12. Immediately report any viruses or reduced functionality following a download
13. Be prepared to cover the insurance excess, repair or replace the mobile phone when the damage or loss has been a result of your own negligence.
14. Make arrangements for the return of the mobile phone and passcode if your employment ends or if you will be away from the school for an extended period.
15. Use the mobile phone in a way which does not contravene the policies and procedures of the Leigh St Mary's including the ICT Policy, General Data Protection Policy, Social Media Policy and Safeguarding Policy.
16. Keep the phone well charged ready for use when at work.
17. Do not use the mobile phone whilst driving unless the car has a hands free system. Driving whilst talking on a mobile is a Criminal offence.

For safe-guarding purposes, Leigh St Mary's retains the right to carry out a search on the mobile phone at any time.

Insurance cover provides protection from the standard risks while the mobile phone is on the school site or in your home but excludes theft from your car or from other establishments. Should you leave the mobile phone unattended and it is stolen, you will be responsible for its replacement and may need to claim this from your own insurance company or pay from your own pocket.

Failure to agree to or to abide by these terms will lead to the mobile phone being returned to the school and serious breaches may lead to disciplinary action.

I, _____ agree to follow the terms laid out in the Mobile Phone user agreement.

Signed by

Name:	Date:
Mobile Phone Model:	Serial Number:

Accessing work emails and school documents on personal devices

Mobile devices (laptops, tablets and smart phones) can present unique security challenges.

If accessing school information electronically on a mobile device, it must be protected in such a way as to prevent it from being exposed if the device upon which the information is stored were to be lost or stolen or in the event that the employee leaves the employment of Leigh St Mary's.

All personal mobile devices must be password protected at all times.

In order to protect Personally Identifiable Information that is off the physical premises of school, Leigh St Mary's retains the right to delete data and/or applications from any device that contains the school's information.

If an employee wishes to access work emails and school documents on a personal device, they must agree to the following terms and conditions:

Agreement to access school information e.g. emails and Shared Area on my personal device:

Name:

Make & Model of Personal device

Make

Model

Serial Number

School Information accessed on mobile device (if more than email):

- I understand and confirm that my personal device will be password/PIN protected or facial recognition protected at all times.
- I confirm that I am the only person that knows my mobile device password/PIN.
- I confirm that this device is set to lock itself with a password or PIN if idle for five minutes.
- I understand that in the event that my personal mobile device is lost or stolen, I am to notify the Headteacher immediately, regardless of the time of day.
- I understand that in the event that my personal mobile device is lost or stolen, Leigh St Mary's will delete my email address immediately.
- I understand and agree that any violation of this agreement could result in disciplinary procedures.

Signed: Date:

Name of employee: