



Mobile Phone Policy

1. Introduction and aims

At Reedley Primary School we recognise that mobile phones and similar devices, including smartphones and watches, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

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

Throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance, alongside Keeping Children Safe in Education 2025.

3. Roles and responsibilities

Staff

All staff (including teachers, support staff, supply staff and volunteers) are responsible for consistently enforcing this policy and alerting a senior leader if they witness, or are aware of, a breach of this policy.

The DSL and headteacher are responsible for reviewing the policy on an annual basis and ensuring all parties (staff, pupils and parents) are aware of the guidelines.

Governors

Governors will be notified of any changes to the policy, prior to their approval.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, when pupils are present. Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present (school office, staffroom, office entrance, PPA room, head's office, family room, SENCO office, conference room and DSL office).

In certain circumstances a member of staff may have use of their phone during contact time for personal reasons.

These can include:

Awaiting call from medical professional

Monitoring of a health condition like diabetes (headteacher to be informed)

Any other circumstance that is agreed by headteacher or DSL.

Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. In certain circumstances this may be authorised by the headteacher.

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 personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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 responsible for the secure storage of their mobile phone. If they do not want a safe place to store their phone they can use the school office.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use their personal mobile phones for work. Such circumstances may include, but are not limited to:

Use of multi-factor authentication

Emergency evacuations

Supervising off-site trips

Supervising residential visits

Awaiting urgent work-related work

Contacting emergency services

Contacting a parent in an emergency using 3CX or 141 in front of the number

In these circumstances, staff will:

Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.

Work phones

School has one mobile phone for staff to use during a residential trip. This is to allow a parent to talk to their child if a family emergency arises.

Staff misuse of personal mobile phones

Breaches of this policy will be dealt with through the normal staff conduct policy and will be referred to the headteacher.

5. Use of mobile phones and smartwatches by pupils

Pupils are not permitted to have or use their personal mobile phone or smartwatch on school premises.

Those who need to bring a phone/smartwatch into school must hand it in to the school office or class teacher, who will store the phone/watch securely until the end of the school day.

Pupils who do not adhere to this policy will have their phone/smartwatch confiscated and parent contacted to collect the device.

6. Use of mobile phones by parents/carers

Mobile phones should not be used on school premises unless authorised by staff. Parents/carers will be directed to the school entrance if they need to make or receive a call.

During an organised parent/child school event parents will be informed if and when they can use their mobile phone to take photographs/videos.

A parent may be asked to leave the school if they refuse to follow this guidance.

Date: June 2026

Review: September 2027