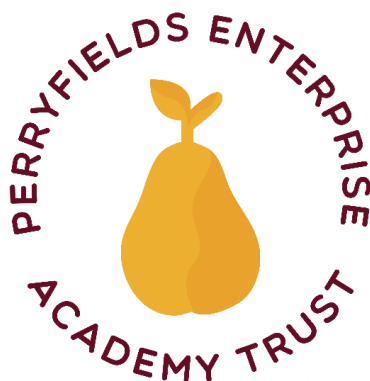


# Perryfields Enterprise Academy Trust

## Mobile phone policy



Perryfields Enterprise Academy Trust	
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# 1. Introduction and aims

At Perryfields Junior School, we recognise that mobile phones and similar devices, including smartphones, 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 pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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

Note: 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](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

## 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.

### 4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

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

The 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 01245 250781 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).

More detailed guidance on data protection can be found in our school's data protection policy and ICT acceptable use policies, all available on our school website; [Perryfields Junior School - Policies](#)

## 4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

More detailed guidance on connecting with parents/carers can be found in our school's online safety policy and ICT acceptable use policies, all available on our school website; [Perryfields Junior School - Policies](#)

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 may use their personal mobile phones for limited professional purposes where this is necessary to support school activities. At Perryfields Junior School, mobile phones may be used to access Into Film+ and confirm the school's registered location when required to stream educational content, as set out in the platform's support guidance.

## 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 are not limited to:

- Use of multi-factor authentication
- 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

## 4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

## 4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## 5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Our school's approach to pupils bringing mobile phones to school is as follows:

- Pupils may bring a mobile phone to school if required for travel to and from school.
- On arrival, pupils must hand their mobile phone in at the school office before entering the school gates.
- Mobile phones are stored securely in the school office throughout the school day.
- At the end of the school day, pupils collect their mobile phone from the end of the Year 6 corridor as they exit the school building.
- Pupils attending an after-school club may collect their mobile phone from the office at the end of the club.

### 5.1 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 not permitted to be brought into school. This includes any watch with smart functionality such as the ability to connect to the internet, send or receive messages, make or receive calls, take photographs, or record audio or video.
- Pupils who arrive at school wearing or carrying a smartwatch will be required to hand it in to the school office, where it will be stored securely and returned at the end of the school day. The school does not accept responsibility for the loss or damage of smartwatches brought onto the premises.

### 5.2 Exceptions for special circumstances

- The school recognises that some pupils require access to a mobile phone for medical reasons. Pupils with diabetes may be permitted to bring and use a mobile phone in school where the device is required to monitor blood glucose levels or to support the management of their condition.
- Permission for mobile phone use for diabetes management will be agreed in advance with the school and considered on a case-by-case basis. Parents/carers should contact the Headteacher to request permission and to ensure appropriate arrangements are in place.
- Where permission is granted, the mobile phone must be used solely for diabetes management purposes during the school day. Pupils must adhere to the school's acceptable use agreement for mobile phone use (see Appendix 1). Any use of the device outside the agreed medical purpose may result in the permission being reviewed or withdrawn.

## 5.3 Sanctions

Any pupil found to be in breach of this mobile phone policy will be subject to appropriate and proportionate sanctions, in line with the school's wider behaviour policy.

### Confiscation of Mobile Phones

- Where a pupil is found to be in possession of, or using, a mobile phone in breach of this policy, the device will be confiscated by a member of staff. In accordance with sections 91 and 94 of the Education and Inspections Act 2006, the school is permitted to confiscate mobile phones from pupils.
- Confiscated mobile phones will be securely stored and returned to the pupil **at the end of the school day**, as they are leaving the school premises.
- Repeated breaches of the policy may result in further sanctions being applied, in line with the school's behaviour policy.

### Searches

- If staff have reasonable grounds to suspect that a pupil is in possession of a mobile phone which has not been handed in in line with this policy, the school reserves the right to **search a pupil's bag** in accordance with the DfE's guidance on *Searching, Screening and Confiscation*. Searches will be conducted respectfully and proportionately, and in line with statutory guidance.
- In specific circumstances, staff may also search the contents of a confiscated mobile phone where there is good reason to do so, for example if there is reason to believe the device contains inappropriate or harmful content, or has been used to commit an offence or cause harm to another person. Any such action will follow DfE guidance and safeguarding procedures.

### Safeguarding Considerations

In all cases, the sanction applied will be reasonable and proportionate. The school will consider whether:

- There are any relevant special circumstances (including age, special educational needs, disability, or other individual needs)
- The pupil's behaviour may indicate that they are suffering, or at risk of, harm

Where there are safeguarding concerns, staff will follow the appropriate procedures as set out in **Part 1 of *Keeping Children Safe in Education***.

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 ethnicity, religious beliefs or sexual orientation

## 6. 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 it's at a public event (such as a school fair or school play), or of their own child

- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, 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.**

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 that 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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## 7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. 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 and parents/carers will be made aware of this disclaimer through signage displayed in the school entrance.

Confiscated phones will be stored in the school office in the school safe.

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

## 8. Monitoring and review

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

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.

## 9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

### Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## 10. Appendix 2: Perryfields Junior School, Acceptable Use Policy

### Perryfields Junior School, Acceptable Use Policy (AUP) for **KS2 PUPILS 2025**

**These statements can keep me and others safe & happy at school and home**

1. ***I learn online*** – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.
2. ***I behave the same way on devices as face to face in the classroom, and so do my teachers*** – If I get asked to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use devices, apps, sites and games if and when I am allowed to. If not sure, I will ask.
4. ***I am creative online*** – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.
5. ***I am a good friend online*** – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am not a bully*** – I know just calling something fun or banter doesn't stop it may be hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments, images or videos and if I see it happening, I will tell my trusted adults.
7. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
8. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
9. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
10. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.
11. ***If I make a mistake, I don't try to hide it but ask for help.***
12. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
13. ***I know online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
14. ***I don't take photos or videos or people without them knowing or agreeing to it*** – and I don't create artificial images, videos or deepfakes of others without consent. I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

15. ***I keep my body to myself online*** – I never get changed or show what’s under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don’t send any photos or videos without checking with a trusted adult.
16. ***I can say no online*** – I don’t have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
17. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
18. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21. ***I am part of a community*** – I do not say mean things, make fun of anyone or exclude them because they are different. If I see anyone doing this, I tell a trusted adult and/or report it.
22. ***I respect people’s work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
23. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can’t believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

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**I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school that might mean teachers, LSAs, midday assistants or admin staff.**

**Outside school, my trusted adults are** \_\_\_\_\_

I know I can also get in touch with [Childline](#)

**Child’s Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 11. Appendix 3: Template mobile phone information slip for visitors

**Print out and cut copies of this slip to give to visitors when they arrive at your school. Also saved in ADMIN DRIVE.**

### Use of mobile phones and similar devices 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 reception.
- 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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- 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 reception.
- Do not take photos or recordings of staff or pupils (unless it is your own child)
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