



MOBILE PHONE AND SMART DEVICES POLICY

Aims, Introduction and Scope of this Policy

At Ayscoughfee Hall School, we recognise that mobile phones, including smart phones and other devices, such as smart watches, are part of everyday life for our pupils, parents and staff, as well as the wider school community.

This policy aims to:

- Promote and set an example for safe and responsible use of phones and smart devices
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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 schools, 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

For the purpose of this policy, the term mobile phones will include mobile phones, smart phones, air pods, iPods, iPads, MP3 players, MP4 players, smart watches and any other device capable of being connected to the internet or used for direct communication with others.

This policy adheres to guidance from the DfE document *Guidance: mobile phones in schools 2026* and is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

This policy applies whenever children are on school premises, including at school events such as discos, fairs etc. and regardless of whether parents are present.

This policy should be read in conjunction with the school's policies on:

- Safeguarding and Child Protection
- Online Safety
- Acceptable Use of IT
- Behaviour
- Anti-bullying
- Staff Code of Conduct
- Data Protection

Roles and Responsibilities

Staff

All staff (including teachers, support staff and supply staff) are responsible for 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, reviewing it at least annually, and holding staff and pupils accountable for its implementation.

Governors

The Board of Governors will review this policy as part of their termly meetings in line with the review date.

Use of Mobile Phones by Staff

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during lesson time. 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 staff room).

There may be exceptional circumstances in which it is appropriate for a member of staff to have use of their phone during contact time (e.g. in the case of acutely ill dependents or family members) and these will be decided by the headteacher on a case-by-case basis.

School staff should provide the school office number as a point of emergency contact wherever possible.

Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Safeguarding

N.B., The school acknowledges that some of our staff are parents or members of the local community and therefore may be in communication or contact with other parents or carers via mobile phone or social media. However, we do expect that sensitive and school related information is not discussed via these channels. For further information see the Staff Code of Conduct.

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.
- Staff should never send to, or accept from colleagues or pupils, texts or images that

could be viewed as inappropriate.

- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil, on their own personal devices.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Using Mobile Phones for Work Purposes

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

- 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 which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

The school Bursar may rarely need to use her mobile phone when speaking to contractors – for example, should the school alarm system need resetting during the school day. In these circumstances, the phone will be used, as much as is practicable, away from children and for the minimum time possible.

Whenever possible, staff will use the school mobile phone.

Work Phones

The school has a mobile phone which staff will be expected to use if going off-site on visits for emergencies. 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.

Failure to adhere to this policy may result in disciplinary action. Please see the Staff Disciplinary Policy for further information.

Use of Mobile Phones by Pupils

- Pupils are not permitted to bring mobile phones or smart devices, including smartwatches, into school.
- Pupils who need to bring their mobile phone or smart device into school for use after school, for example if travelling home independently, must hand this into the school office until the end of the school day. Parents should email or call the office to make school aware that this will be happening.
- Any child found in possession of such a device will have it confiscated immediately.
- Confiscated devices will be securely stored in the school office.
- Devices will only be returned directly to a parent or carer at the end of the school day.

Exceptions for Medical Needs

- The school recognises that some pupils may require access to mobile or smart devices for medical purposes, for example to monitor blood glucose levels.
- Exceptions will be made on an individual basis.
- Any agreed use will be subject to a risk assessment and documented in the pupil's individual healthcare plan where appropriate.
- Devices used for medical purposes must be used strictly in line with agreed arrangements and under staff supervision where necessary.

Any breach of this policy by children will be dealt with under the school's Behaviour Policy.

Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way that 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 is a public event (such as a school fair), 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, visits 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 or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

For further information on bringing a personal device into school, please see the school's online safety policy – Bring Your Own Device (BOYD).

Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are labelled with the name and are handed into the school office to be stored securely during the day.

Pupils must secure their 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.

This policy was approved by the Governing Body on 30th June 2026

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

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