



## Telford Infant School

### LOVING LEARNING

**Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.**

### Mobile Phone Policy

<b>Manager:</b>	Headteacher
<b>Date of latest update:</b>	January 2026
<b>Date of next review:</b>	January 2027

*This Policy is available for Staff and Governors on One Drive.*

This policy will be reviewed annually in line with the school's policy review programme, or before, if the need arises due to developments. The Headteacher is responsible for reporting to the Governing Board about the quality of its implementation and its impact on standards. In the light of this, policy amendments may be made.

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## **1. Introduction and aims**

At Telford Infant School we recognise that technology is 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, behaviour and online safety.

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**

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 year, 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**

### **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 at any time in the presence of children.

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 01926 425544 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). Any use of mobile phones must be in line with the following school policies;

- Staff and governors acceptable use agreement
- Volunteers and visitors acceptable use agreement
- Information Security Policy
- Data Protection Policy
- Staff and governor use of social networking policy
- AI policy

## **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Any pre existing relationships must be recorded on the Staff-Family Relationships Declaration Form and professional standards followed.

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 must secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

## **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 (a school mobile phone is also available) – see Educational Visits Policy

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 at Telford Infant School are NOT permitted to bring mobile phones onto the school site at any time. Any mobile phones found will be confiscated and given to the Headteacher/Assistant Head Teacher who will contact parents to discuss reasons for the mobile phone being in school and appropriate next steps. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).

Any confiscated phones will be securely locked away. 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.

#### **5.1 Use of smartwatches by pupils**

Pupils at Telford Infant School are NOT permitted to bring smart watches onto the school site at any time. Any smart watches found will be confiscated and given to the Headteacher/Assistant Head Teacher who will contact parents to discuss as above.

## **5.2 Exceptions for special circumstances**

The school may permit pupils to have a mobile phone in school, due to exceptional circumstances. For example, pupils with diabetes who use a device to monitor their blood sugar. This will be considered on a case-by-case basis. To request such permission, parents/carers should contact the school before the mobile phone is sent in. The mobile phone provided for such exceptional circumstances will be looked after by the class teacher and not made available to the pupil. Parents will be expected to share any passcodes and demonstrate the use of any medical apps as required with the class teacher. 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.

## **6. Use of mobile phones by parents/carers, volunteers and visitors (including extra-curricular club leaders)**

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, supporting with a school trip, or leading an extra-curricular club (e.g. football or dance).

This means:

- Keeping mobile phones on silent/vibrate whilst on the school grounds.
- Not using phones where pupils are present. If phones must be used visitors and volunteers may use the staff room, parents may leave the building.
- Not taking pictures or recordings of pupils without consent of parents. Ideally school devices such as ipads should be use for any image consent. Unless it is a public event or of their own child.
- Not posting on social media without consent.
- Not using phones in lessons, or when working with pupils, or leading an extra-curricular club.
- Not using phones in meetings unless given permission to do so.
- Not using phones to undertake personal or work communication in the presence of pupils.

## **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

## Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow \_\_\_\_\_ to bring a mobile phone to school because they:

- > Need the phone to support their medical needs
- > \_\_\_\_\_

The mobile phone provided will be looked after by the class teacher and not made available to the pupil. Parents will be expected to share any passcodes and demonstrate the use of any medical apps as required with the class teacher.

The school reserves the right to revoke permission if a parent or pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## **Appendix 2: Use of mobile phones by parents/carers, volunteers and visitors (including extra-curricular club leaders)**



### **Use of mobile phones by parents/carers, volunteers and visitors (including extra-curricular club leaders)**

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If phones must be used visitors and volunteers may use the staff room, parents may leave the building.
- Please do not taking pictures or recordings of pupils without consent of parents. Ideally school devices such as ipads should be use for any image consent.
- Please do not post on social media without consent.
- Please do not use phones in lessons, or when working with pupils, or leading an extra-curricular club.
- Please do not use phones in meetings unless given permission to do so.
- Please do not use phones to undertake personal or work communication in the presence of 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.