

**CAVERSHAM PRIMARY
SCHOOL**



Mobile Phone Policy for Staff, Pupils, Visitors and Volunteers

Date: January 2026

To be reviewed: January 2028

1. Introduction and aims

At Caversham Primary School we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers 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

2. Roles and responsibilities

2.1 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 Co- Headteachers are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 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, 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 instance:

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

The Co-Headteachers 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 01189375454 as a point of emergency contact.

3.2 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 or ICT acceptable use policy.

3.3 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.

Please see additional guidance in the school's ICT acceptable use or online safety policies,

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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 should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

3.4 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 aren't 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/carers wherever possible. If possible, contact should be made via the school office. If this is not possible, staff must ensure that they hide their caller ID before calling.

3.5 Work phones

Some members of staff may be 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.

3.6 Sanctions

Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing Policy and associated procedures. Staff that fail to adhere to this policy may face disciplinary action.

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

4. Use of mobile phones by pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Caversham Primary School discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

When a child needs to bring a phone into school, a permission slip must be signed by their parent and the mobile phone must be left in the school office at the start of the day and collected at the end of the day. Pupils must put their phones into the mobile phone box held by a member of staff on the playground at the start of the school day. Pupils may collect their phones on the way out of school at the end of the day. Phones should not be used until pupils are through the school gates.

Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Caversham Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school or school grounds.

4.1 Sanctions

Where a pupil is found by a member of staff to be using a mobile phone on school site, the phone will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the School Office. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

The pupil may collect the phone at the end of the school day. A letter will be sent home to the parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a member of the senior leadership team.

If a pupil is found taking photographs or video footage with a mobile phone or smart watch of either other pupils or teachers, this will be regarded as a serious incident and action will be taken according to the school's Behaviour Policy.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Pupils are taught about the safe and appropriate use of mobile phones as part of the computing, PSHE and safeguarding curriculum to minimise the risks of cyber bullying occurring

School staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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) School staff will never view these images but will report the incident to DSLs and the police.
- 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

5. 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 a public event (such as a school fair), or of their own child with agreement from the Co-Headteachers
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones while on school site and pupils are present
- 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 which 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 4 above.

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 his/her personal mobile during the school day.

6. Loss, theft or damage

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

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.

Lost phones should be returned to the school office or a member of the Senior Leadership Team. The school will then attempt to contact the owner.

7. Monitoring and review

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

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

8. Appendix 1: Mobile Phone Code of conduct for Pupils



Mobile Phone Code of Conduct for Pupils

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

1. You must not use your mobile phone on school grounds.
2. Mobile phones must be handed in on the playground at the start of the school day.
3. Phones should be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. You should avoid sharing your contact details with people you don't know, and not share other people's contact details without their consent.
7. You should not share your phone's passwords or access codes with anyone else.
8. You must not 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
9. You must not use your phone to send or receive anything that may be illegal.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. You must not 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.
12. You must not use your phone to view or share harmful content.
13. 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.

I have read, understand and agree to follow the code of conduct. I understand that not following the code of conduct may result in losing the privilege of bringing my mobile phone to school.

Signed : _____ Date _____



Caversham Primary School

January 2026

Dear Parent/Carer

RE ; MOBILE PHONE PARENTAL CONSENT

In accordance with our School Mobile Phone Policy, we understand that your child brings a mobile phone into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:-

Your child needs to keep their phone in the phone box in the school office and must hand it in as soon as they are on school grounds.

The school bears no responsibility for any loss or damage to the mobile phone.

Your child's phone should be appropriately marked so that they can recognise it.

Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Yours sincerely

Jo Grover & Clare Jones- King
Co- Headteachers

MOBILE PHONE PARENTAL CONSENT

I give permission for my child _____ Class _____

to bring their mobile phone into school.

My child has read, understood and signed the code of conduct for pupil mobile phone use.

We have read the policy and understand all its implications.

Signed : _____ Date _____