



Mobile Phone Policy

Name of Headteacher:	Tom Johnston
Date Policy approved and adopted:	December 2025
Date Due for review:	December 2027

Equality at Merdon Junior School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Aims and objectives

The aim of this policy is to explain –

- How the school will manage the issue of mobile phones in school
- The rationale for this approach
- What parents and carers should do if they would like their child to have access to a mobile phone

Pupils

- Pupils are not permitted to have mobile phones at school without prior permission from the Headteacher. Pupils are not permitted to bring their mobile phones to after school events or on trips and residential.
- If a parent or carer wishes for his/her child to bring a mobile phone to school the parent or carer must sign the mobile home/school agreement
- The phone must be handed in (switched off) in class to a member of staff at the start of the school day and collected from a member of staff by the child at the end of the day (the phone is left at the owner's own risk). It is not the school's responsibility to return the phone at the end of the day.
- Mobile phones (including Smart watches) brought to school without permission will be kept by the class teacher/school office and parents informed.
- The school policy is that children should not bring mobile phones or any form of electronic communication device (including Smart watches) to school. As part of the school curriculum pupils are taught Online Safety which includes the use of mobile phones.

The school does not allow children to use mobile phones in school

All Staff

All staff (including teachers, support staff and supply staff, volunteers) are responsible for enforcing this policy and must alert a member of SLT if they witness, or are aware of, a breach of this policy.

- Staff may be in possession of a mobile phone, but it must be switched off or left on silent at all times when the adult is working with children and may not be used to make or receive calls during this time.
- If there are extreme circumstances (eg. acutely sick relative) the member of staff may seek permission from the Headteacher after making them aware of the situation.
- Phones may not be used to take or send photographs of pupils at any time or store their personal data. Each class has a school ipad for this purpose.
- Staff should not use mobile phones in open areas and within view of children, regardless of the time of day.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Staff are not permitted to use their own mobile phones or devices for contacting pupils or their families.
- Volunteers, governors and work experience placement students must also abide by this policy
- Staff should be mindful of their professional duty to protect themselves and pupils from accepting texts or images that could be viewed as inappropriate.
- Anything that is deemed inappropriate should be reported as soon as possible to the DSLs.

Safeguarding

- Staff must refrain from giving 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.

- 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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment or, in exceptional circumstances, with a personal mobile after permission of the Headteacher.
- 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 whilst at work
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

School Trips

- A mobile phone will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency and to assist with pupil security.
- The office will be informed of contact numbers for lead staff and keep a copy in the office during the duration of the trip.
- For residential trips - no mobile phones may be taken by the children involved. All staff will have phones and contact numbers so calls can be made if necessary.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) text messages and emails will be sent using the school's electronic communication system and the website will also be updated to inform parents/carers of the change of circumstances.

It is therefore imperative that parents/carers supply school with at least two up-to-date mobile numbers.

At school events such as performances and productions, parents and visitors will be asked to switch their phones to silent to avoid disrupting children through the performance and be requested to only upload pictures of their own children on any open social forum in respect of other families.

Monitoring and review

This policy will be reviewed by the Headteacher, staff and governors every 2 years

Related Policies

Safeguarding & Child Protection Policy

Staff handbook

Confidentiality Policy

Educational Visits

Online/E- safety Policy

Evaluation and Review

Date of Ratification	December 2025
Date for Next Review	December 2027
Comments: Minor changes suggested – highlighted throughout.	