# WARMLEY PARK SCHOOL AND COLLEGE

# MOBILE PHONE POLICY

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| Author/Person Responsible | Headteacher |
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**Contents**

1. Introduction and aims ..... 2
2. Relevant guidance ..... 2
3. Roles and responsibilities ..... 2
4. Use of mobile phones by staff ..... 3
5. Use of mobile phones by pupils ..... 4
6. Use of mobile phones by parents/carers, volunteers and visitors ..... 6
7. Loss, theft or damage ..... 6
8. Monitoring and review ..... 7

## 1. Introduction and aims

At Warmley Park 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.


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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 2 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

### 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, during contact time or in general school areas. 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):

- 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 and prior agreement must be sought.

If special arrangements are not deemed necessary, school staff can use the school office number 01454 867272 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).

All staff must agree to the IT acceptable use policy and adhere our Data Protection 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.

Should contact be made, this must be reported via CPOMS with detail of time and date, method of contact and actual communication. You should block the contact using your phone provider's advice.

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.


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### 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, school when pupils are present, staff may use their phone to contact emergency services only.

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 in the main school

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

- On arrival to school pupils must hand their phone into the school office where this is placed into a named pouch.
- Pupils may collect their phone at the end of the school day.
- Parents/ carers should regularly check their child's phone/ device to ensure that photographs of other pupils have not been taken on transport.

### 5.1 Use of smartwatches by pupils


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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 wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

We request that smart watches are not brought to school or worn in school by pupils.

Should you wish your child to wear a smart watch for exceptional circumstances please email the school office school@warmleyparkschool.org.uk and your request will be passed to the Headteacher for consideration.

### 5.2 Exceptions for college pupils

College pupils are allowed access to their mobile phones at lunch as instructed by college staff and in designated areas to reflect their increased independence and responsibility but must not compromise our policy on the use of mobile phones for other pupils.

Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

At all other times college pupils' phones should be in their bag in their locker.

### 5.3 Sanctions

Mobile devices will be confiscated by a member of the senior team and kept in the front office. The device will be handed over to the responsible adult upon collection. Parents/ carers will be made aware of the concerns and expected to take reasonable and appropriate responses to support their child in understanding safe and appropriate mobile phone use.

- Should repeat occurrences become clear, the school will ban individuals from having phones/devices on site for proportionate amounts of time. Parents and carers will be made aware and asked to support this.
- The school reserves the right to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit and offence or cause harm to another person.
- 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.


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## 6. Use of mobile phones by parents/carers, volunteers and visitors

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment and broadly in line with the policy as it stands for staff.

We do not allow parents to photograph or video school events such as shows or sports day using their mobile phones but will take and share photographs as appropriate. We insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own without prior consent from the family.

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 using their mobile phone in the school including the reception area.
- Not taking pictures or recordings of pupils.
- Not posting images of children or the school on social media without prior 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.

Please also see the Parent/ Carer Code of Conduct.

## 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


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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. There is a disclaimer displayed in our school reception area. We accept no responsibility for staff/ parents/ visitors/ contractors devices/ phones that may become damaged whilst on site.**

Confiscated phones will be stored in the school office until the end of the day.

**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.


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