



Ladywood

Primary School

# Mobile Phone Policy 2025

Policy written November 2025

Review bi-annually unless otherwise necessary - November 2027

## Introduction

At Ladywood Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for pupils, parents/carers, staff, as well as the wider 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, volunteers and visitors to the school site
- Supports the schools' other policies, especially those relating to safeguarding and behaviour
- Challenges risks to child protection, data protection and risk of theft, loss or damage.

## Roles and Responsibilities

All staff, including teacher, support staff and supply staff, are responsible for enforcing this policy

## Use of mobile phones by staff

- **Personal use of phones** – Staff, (including volunteers, contractors and anyone else otherwise engaged by school) are not permitted to make or receive calls, or send texts, when children are present. Use of personal phones must be restricted to non-contact time, and to areas of the school where children are not present. Any exception to this, for instance in times of emergency, will need to be agreed by the Headteacher. Approval will be considered on a case-by-case basis.
- **SMARTWATCHES** – All staff wearing SMARTWATCHES are expected to change them to 'airplane mode' during the school day.
- **Data Protection** – Staff must not use their personal mobile phones to access pupil data, or any other confidential school information.
- **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 not use their mobile phone to take photographs or recordings of pupils, their work, or anything else that 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.
- **Using mobiles for work purposes** – In some circumstances, it may be appropriate for staff to use their personal mobile phones for work ie for:
  - Emergency evacuations
  - Supervising off-site trips
  - Supervising residential visits

In these circumstances, staff will use their phones in an appropriate and professional manner and not take photos or recordings of children, their work or anything that could identify a pupil.

### **Use of mobile phone by pupils**

Children are discouraged from bringing their personal mobile phones into school. Any pupil who brings a mobile phone into school will have their phone confiscated. The phone will be returned to the child's parent/carer at the end of the school day.

Any exceptional circumstances where a child may be deemed to require their mobile phone must be discussed with the Headteacher and will be dealt with on a case-by-case basis.

Parents/carers needing to get important messages to their child during the school day can ring the School Office on 01226 711488. Messages will be passed on in a timely manner without interrupting lesson time.

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

Parents/carers, visitors and volunteers (including Governors and contractors) must adhere to this policy if they are on school site during the school day. This means:

- Not taking pictures or recordings of pupils within school unless it is of their own child during a public event and they have been given consent to do so,
- Using any photographs or recordings as detailed above, for personal use only and not posting on social media
- Not using phones in lessons or when working with children

Parents/carers, visitors and volunteers (including Governors and contractors), will be made aware of rules for using mobile phones when they sign in at school or attend a public event.

Parents/carers or volunteers supervising trips or residentials must not:

- Use their phone to make contact with other parents/carers
- Take photos of pupils, their work, or anything else which could identify a pupil.

**Please see Appendix 1**

### **SMARTWATCHES**

All staff, pupils, volunteers and visitors wearing SMARTWATCHES are expected to change them to 'airplane mode' in settings during the school day.

## **Loss, theft or damage**

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, during school visits or trips, or while children are travelling to and from school. This includes confiscated phones.

Lost phones should be handed in to the school office where they will be kept in the school safe. The school office will attempt to contact the owner.

**Policy written by:** Clare Grainger-Roystone- 18<sup>th</sup> November 2025

## **APPENDIX 1 - MOBILE INFORMATION FOR VISITORS**

### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, please ask for a quiet, convenient space to do so
- Do not take photos or recordings of pupils
- Do not take photos or recordings of staff
- Do not use your phone in lessons, or when working with pupils

### **SMARTWATCHES**

- Please change your SMARTWATCH setting to 'airplane mode' for the duration of your visit to school.

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.