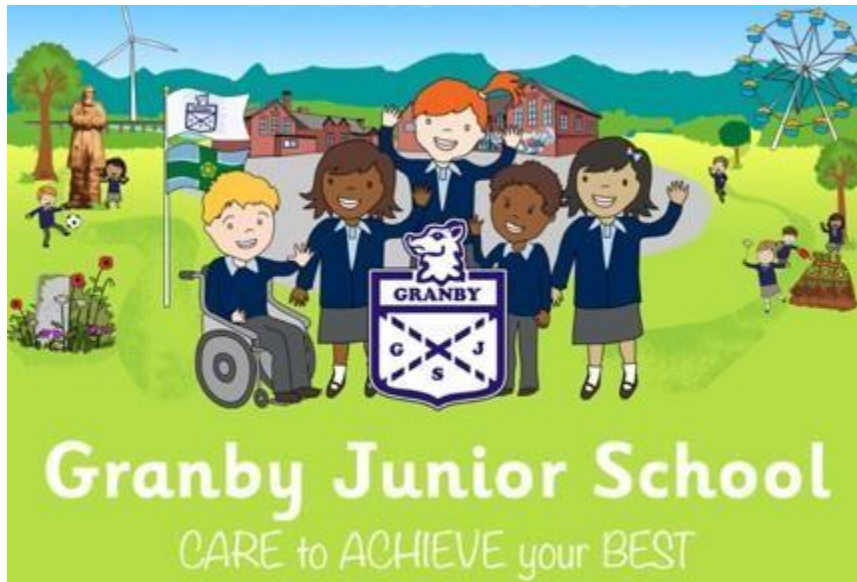


Granby Junior School



Mobile Phone Policy

July 2027		

Date: July 2026

1. Introduction and Aims

At Granby Junior 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 Pupils 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.

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 and Cyber Lead 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.

3.2 Governors

Governors will review the policy in line with all safeguarding related policy agreements at FGB meetings.

4. Use of Mobile Phones by Staff

4.1 Personal mobile phones (Taken from the Staff Handbook)

Mobile phones should not be used whilst supervising or working with pupils. This applies to ALL staff, including volunteers, contractors and anyone else otherwise engaged by the school. This includes sending and receiving text messages. Phones should not be left out on the desk when teaching or used in the presence of pupils. Authentication apps should be used prior to the pupils being in the classroom.

SMART watches should NOT be linked to mobile phones during teaching times, as this is distracting to both staff and pupils.

If there is a **specific emergency** reason why a member of staff may need to have their phone nearby and to answer it, a member of SLT should be informed. Wherever possible, the call/text should be taken outside the classroom, making sure that pupils are adequately supervised. **This is for staff safety**, so that there can be no allegations of misuse of images etc.

Confidential phone calls made to parents or other education staff should be made on a school landline (to protect staff privacy), either in the HT/DHT/FSW room or in the Conference Room.

Please ask to use the HT/DHT/FSWs room as confidential papers may be around. They should not take place in the school reception area (unless out of school hours) so that conversations may not be overheard by pupils or parents.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

They are permitted to use CPOMS on their phones as this is a secure stand alone site.

They should not use their personal mobile phones to enter data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance can be found in the Data Protection Policy and ICT Acceptable Use 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.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. See also ICT Acceptable Use policy.

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.

As stated above, Authentication apps which are on personal phones, should be used prior to the pupils being in the classroom.

The school Wifi setting does not enable apps/programmes to be accessed through it's connection. Staff wishing to use apps etc during their lunch break, whilst in the staffroom, will need to use their personal data cache.

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/maintaining tip/school contact during off-site trips
- Supervising/maintaining tip/school contact during 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. In an emergency situation, where a personal phone is required to be used, 141 should be used to block the staff number.

4.5 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 **do not** use their mobile phones during the school day. In line with new legislation, we operate a 'Gate to Gate' system for the pupils' phones.

We understand that parents/carers request that mobile phones are carried (usually for older pupils who are walking to school independently). Pupils are required to hand their phones to the member of staff on duty, where the phones will be placed in class containers. These are then given to the individual class teacher, who keeps them secure during the day.

Phones are returned to the pupils by their class teacher, on the playground as they leave the school.

Pupils are not allowed mobile phones on trips or residential. Updates to parents are through the online platform Seesaw, which is updated by the staff involved, and/or text messaging via the school service Parents to Teachers.

Pupils accessing breakfast club, hand their phones in to a breakfast club staff member on arrival.

5.1 Use of smartwatches by pupils

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.

However, recent research has shown that they can cause anxiety due to the need to be constantly checking and/or continual notifications.

Smart watches for children are discouraged as, for the same reason as for staff, they can be distracting to learning. Teachers will speak with parents about the appropriateness of these items

for school wear, and smart watches will be kept by the teacher – with the mobile phones – and returned at the end of the day.

5.2 Exceptions for special circumstances

As stated above the school may permit pupils to **bring** a mobile phone to school if they are walking to school independently – so that their parents can check they have arrived safely. However, phones are then kept by the teacher at until the end of the day.

Use of a mobile phone in school, for most exceptional circumstances, is not considered necessary or suitable for pupils in this age group. Any contact with parent initiated by the parent or the child, is undertaken via the landline in reception and is supervised at all times. This is for safeguarding reasons, and to support the pupil if there are issues as a result of the conversation. This is certainly applicable to any Young Carers, children with EBSA and many other case-by-case situations.

The school will (and has) enabled a mobile phone for the use of a pupil with diabetes as it was their devise for monitoring their blood sugar.

As with all exceptional circumstances, they will be looked at individually to ensure that the best outcome for the pupil is paramount.

5.3 Sanctions

As stated above, mobile phones are handed in to the teacher on duty, at the start of the day and returned at the end of the day by the class teacher.

Any pupil refusing to do this will have their phone confiscated, their parent called, and a sanction implemented inline with the school behaviour policy.

Bullying, harassment, 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 can all be classified as criminal activity.

If it is reported that these are undertaken by pupils on the way to/from school, it may result in them being unable to bring their phones to school at all. This will be discussed with parents/carers when known.

School will also consider if the pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Pupils Safe in Education](#)

6. 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 at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent – this will always be mentioned at school performances etc
- Not using phones in lessons, or when working with pupils. For parent sharing events, photographs will be posted on the school Seesaw platform.

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.

7. Loss, Theft or Damage

Pupils bringing mobile phones to school must ensure that the phones are easily identified and that they are handed to the teacher on duty, on arrival into the playground .

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 phones. 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 **when they have not been handed to the teacher and secured as required**. Sanctions for misuse are stated above (5.3) Equally, pupils are responsible for their own phones when travelling to and from school.

Parents/carers are aware of this through:

- Policy clearly located on the school website.
- Disclaimers are dictated on the permission forms at the start of each year

Confiscated phones will be stored in the school reception/office or the Headteachers room. The associated staff will then be responsible for the phone until it is returned.

Lost/found phones should be returned to reception. The school will then attempt to contact the owner.

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, they should be brought to the attention of the Headteacher/Deputy Headteacher in a timely manner.

Governors will approve the policy in-line with other safeguarding related policy and procedure.

Appendix 1. Mobile Phone Slip for Visitors

Use of mobile phones and similar devices 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, you will need to go to the staffroom, located next to the main hall
- Do not take photos or recordings of pupils (even your own child), or staff
- Do not use your phone in lessons, or when working with 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.

Use of mobile phones and similar devices 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, you will need to go to the staffroom, located next to the main hall
- Do not take photos or recordings of pupils (even your own child), or staff
- Do not use your phone in lessons, or when working with 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.

Use of mobile phones and similar devices 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, you will need to go to the staffroom, located next to the main hall
- Do not take photos or recordings of pupils (even your own child), or staff
- Do not use your phone in lessons, or when working with 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.