

Kempshott Junior School Mobile Phone Policy

Policy Ratified by Governing Body	25 March 26	
Date of Review	Spring Term 2026	Adapted from the Key
Date of Next Review	Spring Term 2029	

Safeguarding Statement

At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

1. Introduction and Aims

Whilst we recognise that mobile phones and similar device are an important part of everyday life for our pupils, parent/carers and staff as well as the wider community, Kempshott Junior School is a mobile-phone-free environment by default, in line with DfE guidance

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, parent/carers, visitors and volunteers.
- Support the school's other policies including but not limited to child protection, safeguarding, staff code of conduct and behaviour policies.

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

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](#).

2. Roles and Responsibilities

2.1 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 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.

2.2 Governors

Governors will review and confirm the policy every 2 years.

3. Use of Mobile Phones by Staff

3.1 Personal Mobile Phones and Smart Devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts using any form of technology including smart watches, during contact time with the children or during professional meetings with other adults. Use of personal mobile phones and smart watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

As such when staff are working with children in a classroom or any other area of the school their mobile phone must be safely away in a bag, drawer etc. During staff meetings mobile phones should be away in pockets, bags, drawers etc. It may be appropriate to access it for specific reasons (such as to add a date to a diary/ check the school diary), if this is the case, they should be accessed then put away again after the information is gathered.

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

If staff believe they have a valid reason for this, they are required to discuss it with the headteacher, DSL or SLT member before they make their phone available to themselves. The headteacher will decide on a case-by-basis whether to allow for special arrangements. This applies in both working with children and in staff meetings. If special arrangements are not deemed necessary, school staff can use the school office number 01256 326713 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. More detailed guidance can be found in the acceptable use of ICT policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using Personal Mobile Phones of Work Purposes

There are school mobile phones that can be used for residential trips or school visits. 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:

- Use of multi-factor authentication
- 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.

Where phones are need for multi-factor authentication, this should ideally be done when the children are not present e.g. before school, breaktime

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. If it is deemed necessary to contact parents then 141 must preface the call. If necessary, contact can also be made via the school office.

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

4. Use of Mobile Phones by Pupils

4.1 Mobile Phones

In line with DfE guidance, pupils are not permitted to use mobile phones on school premises at any time when they are under the direct care of the school staff.

As a school we recognise there may be occasions where it may be supportive to families to allow a child to bring a phone to school, such as when a child who lives in more than one parental home is dropped off and collected by different parents or where Year 5 and 6 children are permitted to walk home alone with parental consent. These expectations exist to support safeguarding and safe travel and are not a norm. Exceptions will only be granted where the Headteacher is satisfied that bringing a phone is necessary for safeguarding or safe travel

In these circumstances, children and parents are requested to complete a mobile phone agreement which will be kept on file and followed at all times.

In these circumstances, identified children are permitted to bring a phone to school but not use it on the school grounds. The child must hand their phone to the class teacher immediately on arrival at school and turn it off. It will then be stored in a sealed box in the admin office until the child leaves the school building.

Pupils will not be permitted to take mobile phones on school trips or residentials with the exception of pupils with medical needs where the phone is used as a monitoring device.

4.2 Sanctions

If the mobile phone agreement is broken in any way, school will not permit a child to bring their phone to school for a set period or permanently.

If a child is found to have a phone in school but not in the school office, it will be confiscated and not returned to the child. A parent or other family member will be contacted and the phone will only be returned to them. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

If it is reported to us that a child has used their phone to commit any behaviours that are in conflict with our behaviour policy we reserve the right to search the child's phone.

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 to search a pupil's phone if we 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 / sharing nudes or semi nudes
- 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, Volunteers and Visitors

Parents, 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. Parents will be regularly reminded that the school is a mobile-free environment and that phones must not be used for contact 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
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents except with permission from a member of SLT or the trip leader in an emergency.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents 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 but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents 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, and are handed in to be stored securely throughout the school day.

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.

A copy of this policy (including the disclaimer) is available to parents to read on the school website

Confiscated phones will be stored in the school office in a secure location. Our school Admin team are responsible for their safe keeping

Lost phones should be returned to the school office. 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 and pupils
- Feedback from teachers Records of behaviour and safeguarding incidents
- Relevant advice and updates from the Department for Education, the local authority or other relevant organisations annually.

Appendix A

Mobile Phone Agreement

The following are the expectations of a pupil within Kempshott Junior School, which need to be adhered to, to allow you to bring a mobile phone to school.

You must agree to all of the statements and sign to indicate you understand that if you break any of them you forfeit your ability to bring a phone to school for as long as is decided by the school, possibly permanently.

Child

- I will hand my phone directly to the class teacher upon arriving at school.
- I will turn my phone off when I hand it in.
- I will not turn my phone back on until I am off school premises.
- I will not have my phone on me or in my bag, draw etc when I am at school.
- I will not use my phone at school to contact anyone at home, in school or anywhere else.
- I will travel to and from school safely with my phone, ensuring that I pay full attention when crossing any roads.
- I understand that I am legally too young to use social media sites and to do so is not being safe online.
- I will not use my phone to be unkind or aggressive to anyone.
- I will not use my phone to take or share any inappropriate images, audio file or films.
- I will not use my phone to access any website that I am not old enough to access.
- I will not share my personal details with anyone online if I do not know them or have my parent's permission to do so.

Parent

I will do all I can to ensure my child acts in accordance to the above statements.

I understand that in school there are safeguards to accessing the internet but, on their phone, these are not as secure.

I will be responsible for supporting my child to be safe online.

Signed _____ Child

Signed _____ Parent