



# Mobile Phone Policy

**Date of Original Policy:** February 2025  
**Member of Staff Responsible:** W Bover, Assistant Headteacher  
**Review date:** Annually

Approved by AKE on behalf of SLT on 27/03/2026  
To be approved by FGB on 28/04/2026 (Min No: TBD)

'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'

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## 1. Introduction and aims

At Parkside Community School we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. However, we feel that within the school environment these have a detrimental impact on our students. An electronic device free environment at Parkside:

- **Improves learning**: It removes distractions and enables students to be fully present and engaged
- **Improves mental health**: Studies show that mobile phone use can be an addiction and causes worry, anxiety and/or depression
- **Improves social skills**: Students can spend more time socialising face to face with friends therefore having a positive impact on wellbeing
- **Reduces peer pressure**: Associated with owning what are often expensive devices
- **Creates a safe space at school**: Students are protected from the risks and dangers associated with social media and cyber-bullying

Parkside Community School adopts a policy where electronic devices are **never used, never seen and never heard**. Students keep possession of their mobile phones only on the strict condition that they **are never used, seen or heard** – with consequences for breaching this that are sufficient to act as an effective deterrent.

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 students, staff, parents/carers 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

## **2. Roles and responsibilities**

### **2.1 Staff**

All staff (including teachers, support staff and supply staff) are responsible for 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.

## **3. Use of mobile phones by staff**

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students 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 instance:

- For emergency contact by their child, or their child's school
- 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.

If special arrangements are not deemed necessary, school staff can use the school office number 01246 273458 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or students, 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 students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. 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 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 aren't limited to:

- 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
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

### 3.5 Sanctions

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

See the school's staff disciplinary policy for more information.

## 4. Use of mobile phones by students

Students are allowed to bring mobile phones to and from school but when on the school grounds these must **never be used, never be seen and never be heard**.

Students must not use a mobile phone, smart watch, headphones or electronic devices anywhere in school during the school day, except under the specific direction of a teacher.

If a student brings their phone to the school, then on arrival it must be switched off and kept out of sight in their bag.

For the purposes of this policy, the school day begins the moment the students enter the school site and ends once the students leave the school site.

Breaches of this policy will result in sanctions being applied to the relevant students.

Phone use on a trip away from school or to a sports match will be at the discretion of the trip organiser. Unless permission is expressly given, phones will not be allowed.

### In the Event of an Emergency

Students who need to contact parents in an emergency should speak to the School Office, Attendance Office or the Pastoral Team, who will make a phone available.

### The Head's Discretion

The Head reserves the right to allow phones for selected students given individual circumstances, for example a medical condition.

### 4.1 Sanctions

If a phone is seen by a member of staff, it will be confiscated by them immediately. Once confiscated, this will be handed in to the School Office where it will be stored safely. A negative point will be added on Arbor. If a student receives 6 or more negative points within a week, they be placed in a SLT detention.

Students can collect their mobile phones at the end of the school day.

Students who repeatedly break the school's rule on mobile phones and electronic devices will sign a behaviour contract. This will stipulate that their mobile phone/electronic device must be handed in to school at the start of each school day.

Staff have the power to search students' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a student's phone if you 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 (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

## **5. 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 students, 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 students

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 students, their work, or anything else which could identify a student, this could lead to a ban from site

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

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 his/her personal mobile during the school day.

## **6. Loss, theft or damage**

Students 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 or electronic devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones will be stored in the school office.

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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from teachers and school staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations