Sir John Nelthorpe School

Mobile Phone Policy

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Adopted by Governors	Summer Term 2026
Monitoring / Review Date	Summer Term 2027
Consultations / Training	Governors/staff
Version	1

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1. Introduction and aims

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. For Sir John Nelthorpe School this therefore incorporates smartwatches and any accessories linked to mobile phones including wireless head phones or ear buds wherever mobile phones are referred to.

At Sir John Nelthorpe School we recognise that mobile phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school 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 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. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing and following this policy.

Volunteers, contractors, visitors 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

3.2 Governors

The school governing body will review this policy annually.

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 make or receive personal calls, or send texts during contact time (i.e. when they have specific responsibility for a child or group of children or are fulfilling a duty where they are responsible for oversight of the health and safety of children). 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 staff room).

Staff are permitted to access and use their mobile phones for the purposes of leadership duties and pupil management communications, but this should be done wherever possible in a discrete manner and in areas where pupils are not present.

There may be circumstances in which a member of staff may request permission from the headteacher 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-case basis whether to allow for such special arrangements.

If special arrangements are not deemed necessary, school staff and dependents can use the school main telephone number 01652 656551 as a point of emergency contact.

4.2 Data protection

Detailed guidance on data protection can be found in the school's GDPR Data Protection Policy and Acceptable Use Policy (AUP) for Computers and Mobile Technologies (STAFF).

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. For instance:

Staff must seek permission from the headteacher to use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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. In accordance with GDPR requirements, any data should be kept only for as long as it is required and then permanently deleted.

More detailed guidance can be found in the school's Online Safety Policy and Acceptable Use Policy (AUP) for Computers and Mobile Technologies (STAFF).

4.4 Using personal mobiles for work purposes

Staff should wherever possible only use the school's mobile phones (see section **4.5**)

In some circumstances however, it may be necessary or 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 pupils, their work, or anything else which could identify a pupil, unless permission has been granted by the headteacher (see section **4.3**)
- Refrain from using their phones to contact parents. 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 for work-related reasons
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct
- Ensure the phone's safe-keeping and ensure phone access security is not compromised

4.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action. See the school's disciplinary policy for more information.

5. Use of mobile phones by pupils

Mobile phones are not permitted in any area of the school at any time. This includes trips and visits, enrichment and intervention sessions unless authorised by the member of staff in charge

Keeping children safe is our main priority, and as such the school recognises that pupils' use of mobile phones to and from school could aid this. However, the school expects when pupils enter the school site, phones are turned off and stored safely until the end of the school day. The school cannot accept responsibility for any loss or damage unless it has taken ownership of the phone (i.e. it has been confiscated).

5.1 Exceptions for sixth-form students & pupils with medical conditions

Sixth-form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.
Therefore, they are only permitted to use their mobile phones out of sight of pupils. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

Pupils who have a medical condition which requires the use of a mobile phone for health monitoring such as diabetic pupils are allowed to access their mobile phones as required to monitor their health throughout the day. The use of the mobile phone for this purpose will be specified in the pupils health care plan.

5.2 Sanctions

If a pupil is in breach of this policy, sanctions will be applied in accordance with our Behaviour, Rewards and Sanctions policy. Any mobile phone seen will be immediately confiscated as it is a prohibited item. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) (**see appendix 2**).

Staff also have the power to search pupils' mobile phones, as set out in the DfE's guidance on searching, screening and confiscation if they have reason to believe the mobile phone contains inappropriate images, or if it is being/has been used to commit an offence or cause personal injury.

5.3 Action to be taken if inappropriate content is found on a child's phone

If inappropriate content is found on a child's phone, by a member of staff, another pupil or a parent, this must be reported immediately to a member of the Designated Safeguarding team. The phone must be confiscated. In most cases, this is likely to be referred to the police and other agencies as appropriate in order to address any legal implications and in so doing to deter the pupil from and prevent any further inappropriate use.

Parents discovering inappropriate content on their child's phone should inform the school by asking to speak to a member of the Designated Safeguarding team. Your disclosure will be dealt with confidentially and supportively. We are all committed to supporting young people by acting responsibly in our duty of care.

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
- Possession of and sharing pornographic
- images 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

6. Use of mobile phones by parents, volunteers and visitors (yellow booklet)

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.

This means:

- Not taking pictures or recordings of pupils, unless permission has been granted by the person/s responsible for the event or activity. This includes photographs of your own child.
- Using any permitted photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones for any purpose in lessons, or when working with pupils

Parents, visitors and volunteers will be provided with information about the rules for mobile phone use when they sign in at reception or when assembled if they are attending 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
- 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.

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 phone during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that they are appropriately labelled where possible, and are stored securely during the school day.

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, as well as any work phone provided to them. Failure by staff to do so could result in data breaches (see GDPR and Data Protection policy).

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. The school ensures pupils and parents are aware of this by:

- Placing signs and information at the school reception points
- Provide access to this policy to new pupils and parents upon request/via our website

A confiscated phone will be taken to the nearest pupil reception by a member of staff and labelled.

Anyone discovering a lost phone should take it to the school office. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education (DfE) , the local authority (LA) or other relevant organisations

The Board of Governors acknowledge and support this policy. They are informed if and when any changes are made to the main body of this policy

Appendix 1: Permission form for pupils to use mobile phones during lessons/activities etc. including school trips.

This form must be counter-signed by a member of the subject or area (line manager/senior leadership team).

PUPIL AND LESSON DETAILS	
Pupil name/Group:	
Date(s):	
Class/lesson/activity details:	

PURPOSE
(Teachers/staff should fill out this box explaining how the phones will be used during the lesson/activity)

Pupil expectation

- I understand that I am being allowed to use my phone as part of an educational activity. I understand that in the absence of a school Wi-Fi connection, I will be using my own data allowance and any costs incurred are my own responsibility. It is my choice whether to use my phone or not.
- I will not use my phone for any other purpose than as listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.
- If at any point my teacher or other member of staff asks me to stop using my phone, I will comply fully with the request.
- I understand that the school's policy and guidelines on the use of mobile phones still applies.

Staff name (PRINT): _____ Signature: _____

Authorising staff (PRINT): _____ Signature: _____

Pupil name/Group name (PRINT): _____ Signature: _____

Appendix 2: Copy of Pupil Mobile Phone Guidance for Parents

Sir John Nelthorpe School

PUPILS AND MOBILE PHONES

GUIDANCE FOR PARENTS

The DfE's 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. For Sir John Nelthorpe School this therefore incorporates smartwatches and any accessories linked to mobile phones including wireless head phones or ear buds wherever mobile phones are referred to.

Keeping children safe

Society has to take responsibility for responding to the negative impact mobile phones can have on the mental health and wellbeing of our young people. This is a national and global issue that we feel we must take our part in addressing in school. Within a school environment, there are significant safeguarding factors that must be protected. Mobile phones can represent a serious threat to maintaining effective safeguarding measures. The vast majority of pupils and parents alike echo the school's views. Whilst most pupils manage their phone use sensibly, the School has addressed the remaining concerns by reviewing its mobile phone policy and has also produced this guidance leaflet.

What is the procedure?

Mobile phones are not permitted to be used in any area of the school at any time. This includes enrichment and intervention sessions unless authorised by the member of staff in charge.

Any mobile phone seen during the school day will be immediately confiscated as it is a prohibited item.

A confiscated phone will be taken to the main reception at either site (Wrawby Road or Grammar School Road) and labelled. This will be placed in a safe place in the office (in the school safe if being left overnight) until the end of the school day in the first instance. Any repeated incident will result in the phone being kept until a named contact in the child's school record comes to collect it. Identification will be needed to retrieve the phone from school to ensure its' safety.

References to SJN School policies:

- *Mobile Phone policy*
- *Online Safety policy*
- *Behaviour, Rewards and Sanctions policy*
  (Reference is also made to the use of mobile phones in the pupil planner)

FAQs

Will my child be given a first and second warning?

There may be rare circumstances when a member of staff can legitimately consider a warning but as this is difficult to legislate for, the default position is 'No', any mobile phone seen will be immediately confiscated as it is a prohibited item. All pupils are reminded of the mobile phone rules through assemblies, tutor-periods and PSHCE sessions. There are also posters around the school to this effect and in pupil planners. Therefore, no pupil can claim to not be aware of the rules.

What will happen to a confiscated mobile phone?

A confiscated phone will be taken to the nearest pupil reception, one with the child or member of staff and sealed in an envelope and labelled. This will be stored safely until the end of the day in the first instance or further incidents a named contact in the child's school record (e.g. a parent etc.) comes to collect it. At the point of submitting the phone, a message will be sent to the parent/carer of the child, stating that the phone will need to be collected. Proof of identification will be needed (or a verification check undertaken) to retrieve the phone from the school to ensure its safety.

How do I contact my child in an emergency during the school day?

The main school office will be able to communicate messages to your child in the event of an emergency. If you can't get through as all lines are busy, then leave a message and it will be picked up, or continue to dial.

My child needs their phone travelling to and from school?

Keeping children safe is our main priority, and as such the school recognises that pupils' use of mobile phones to and from school could aid this. However, the school expects when pupils enter the school site, phones are turned off and stored safely and securely. The school cannot accept responsibility for any loss or damage unless it has taken ownership of the phone (i.e. it has been confiscated).

Parental Support

The use of mobile phones and social media is an issue that schools and parents need to work on in partnership. There are some key things you can do to support your child's use of mobile phones and social media (app safety etc.):

- *Take an interest in your child's phone dependency and talk about it!*
- *Agree house rules on when and how long your child can go online, and which sites they can access.*
- *It's a good idea to encourage your child to give their eyes and minds at least one hour of rest before bedtime.*
- *Be good role models and put your phone and tablet away too. Face to face social interaction is a significant contributor to your child's emotional and social development.*