

Use of Mobile Phone Policy



Serenity School

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1. Introduction and Aims

At Serenity School, we recognise that mobile phones and similar devices, including smartphones and cameras, are an integral part of modern life for our pupils, parents/carers, and staff. However, we also understand the potential for misuse and the importance of maintaining a focused and safe learning environment.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones by pupils, staff, parents/carers, visitors, and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also addresses 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 is aligned with the Department for Education's non-statutory mobile phone guidance and behaviour guidance. It also takes into account "Keeping Children 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 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 reviewing and monitoring the policy, and holding staff and pupils accountable for its implementation.

3.2 Governors

Governors may be involved in monitoring or reviewing this policy as required and will approve any updates in the policy.

4. Use of Mobile Phones by Staff

4.1 Personal Mobile Phones

Staff (including volunteers, contractors, and anyone else engaged by the school) are not permitted to use their personal mobile phones while children are present. 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 staffroom).

4.2 Data Protection

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

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils and should avoid connecting through social media and messaging apps. Personal mobile phones must not be used to take photographs or recordings of pupils. Any necessary photos or recordings must be taken using school equipment.

4.4 Using Personal Mobiles for Work Purposes

Staff must not use personal mobile phones to take photographs or videos of children. Any photos or videos must be taken using school equipment and stored in accordance with the school's data protection policy.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work, such as:

- Using multi-factor authentication
- Emergency evacuations
- Supervising off-site trips or residential visits

In these cases, staff must use their phones in an appropriate and professional manner, not use them to take photographs or recordings of pupils, and refrain from contacting parents/carers directly.

4.5 Work Phones

If the school provides mobile phones to staff, these should be used only for work purposes, and access to the phone must be restricted to authorised personnel.

4.6 Sanctions

Staff failing to adhere to this policy may face disciplinary action.

5. Use of Mobile Phones by Pupils

5.1 General Rules

Pupils are not allowed to use mobile phones during the school day, under any circumstance. This also applies during any activity which constitutes school activity including those that take place off site such as PE, college attendance, etc. Upon arrival to school, pupils must hand their phones over to designated staff, who will securely store them for the day. Phones will be returned at the end of the school day. Pupils who refuse to hand in their phones will not be permitted entry to the school.

5.2 Exceptions for Special Circumstances

The school may permit pupils to use a mobile phone in school due to exceptional circumstances, such as medical needs. Permission must be requested and granted by the headteacher on a case-by-case basis.

5.3 Sanctions

If a pupil is found with a mobile phone during school hours, the phone will be confiscated and returned at the end of the term. Parents will be notified and requested to collect the SIM card from the school. See [DfE's guidance on searching, screening and confiscation](#)

5.4 Parent Involvement

Parents are encouraged to support the school's policy and ensure their child understands the importance of compliance. In cases of confiscation, parents must arrange to collect the SIM card and discuss the matter with school staff.

6. Use of Mobile Phones and other photography devices by Parents/Carers, Volunteers, and Visitors

Parents, carers, visitors, and volunteers must adhere to this policy. This includes

6.1. Not taking pictures or recordings of pupils, using phones only in designated areas, and not using mobile phones in lessons or when working with pupils.

6.2. Switch off mobile phones if they are coming into the early years setting and leave the setting if they need to use their mobile

6.3. Prohibited from taking any photographs of children in the early years setting, but for special events such as school performances, may do so on the understanding that the images are not posted onto social media sites or otherwise shared

6.4 Staff must seek parental permission to take photographs of the children, which must be linked to teaching the curriculum and that they use school equipment only for this purpose

6.5. Staff should not bring personal mobile phones into the early years setting. They may use them in the staff room during lunch and breaks or during non-contact time after school with pupils.

7. Loss, Theft, or Damage

The school accepts no responsibility for mobile phones that are lost, damaged, or stolen on school premises or during school visits. Confiscated phones will be securely stored, and lost phones should be returned to the school office.

8. Monitoring and Review

The policy will be reviewed annually, taking into account feedback from parents/carers, pupils, and staff, as well as records of behaviour and safeguarding incidents.

9. Exceptional Circumstances

Any exceptions to this policy (e.g., medical reasons) must be discussed with and approved by the school administration in advance.

This policy is designed to ensure a safe, focused, and supportive learning environment at Serenity School. Compliance from all members of the school community is crucial for its successful implementation.

For more information, please refer to the Department for Education's guidance on mobile phones in schools. [Mobile phone guidance](#)