

The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



Mobile phone Policy – September 2026

Introduction and Aims

At The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten, we recognise that mobile phones, including smart 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, relating 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

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. The headteacher is to be notified if any member of staff, volunteer or supply staff are not following this policy.

2.2 Governors - The Governing Body are responsible for ratifying the policy when reviewed.

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, during their working hours if they are in a classroom with children present. Use of personal mobile phones must be restricted to areas of the school where pupils are not present (such as the staff room). 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 in an area of the school which does not have access to a phone line and need to contact emergency services or the school office

To take photographs for educational purposes (to be uploaded to server and deleted same day from personal device)

Uploading to learning platform, Seesaw

Lone working in a class

Answering telephone linked to school phone (breakfast/after school staff)

On trips and residential visits

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 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 in front of children. Some staff have outlook on their phones for email purposes and these can be accessed but not when in class/in front of children.

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. Similar details regarding connecting with parents or pupils over messaging app or social media is included in the Acceptable Use Policy.

Staff must not use their mobile phones to take identifiable 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 where possible.

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 and upload to the server as soon as is possible and delete from personal device.

3.5 Use of mobile phones by pupils

Pupils are not allowed to bring mobile phones to school unless –

Parents have requested, in writing, that their child carries a mobile phone as they are walking to school / walking home on their own or changing residency (parent to parent).

In this case, the phone would be handed into the office when the child arrives at school and is collected at the end of the school day.

3.6 Sanctions

If a child brings a phone to school without the permission of the headteacher it will be held in the school office until the end of the school day. Parents/Carers will be contacted.

KS2 pupils are regularly reminded that 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

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

3.7 Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as if they are on the school site 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.

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 during the school day.

Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, during school visits or trips.

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, the local authority or other relevant organisations

Policy to be reviewed Autumn term 2027

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Paula Blackburn, Executive Headteacher

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Lucy Yeomans, Chair of Governors

Appendix 1: Permission form allowing a pupil to bring their phone to school (to be signed by parents/carers)

PUPIL DETAILS

Pupil name: Year group/class:

Parent(s) name(s):

The school has agreed to allow _____ to bring his/her mobile phone to school because he/she: Travels to and from school alone/Is a young carer/Is attending a school trip or residential where use of mobile phones will be allowed/Other:

Pupils who bring a mobile phone to school must abide by the school's policy on its use. The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY

Authorised by: Date:

Appendix 2:

Mobile phone information slip for visitors

Use of mobile phones 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.

Do not take photos or recordings of pupils (unless it is 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.