



Greys Education Centre

Aspirational • Collaborating

Article 13: *You have the right to find out things and share what you think with others, by talking, drawing, and writing or in any other way unless it harms or offends other people.*

Mobile Phone Policy

Pupils & Staff

Policy Status: Other

Review Cycle: 2 yearly

Owner: Headteacher

Date: June 2025

Approved by: Greys SLT

Date: June 2025

Review Date: June 2027

Primary

All electronic devices must be handed in at the office for safe keeping and will be returned at the end of the day.

Students must not use phones to film or take photographs of other students, staff or visitors at any time in school. This is a breach of the law regarding privacy and confidentiality. Such action will result in serious sanctions being imposed

Bullying using electronic devices will be treated very seriously and may result in the involvement of our Police Liaison Officer.

Students who are found to be using or attempting to use mobile phones, iPods or other music players during learning time will have them confiscated. Such items must also not be connected to school computers at any time due to copyright restrictions.

The item will be placed in an envelope labelled with the student's name and secured in the school office.

Details of the item will be logged centrally, and parents/carers contacted to inform them of the confiscation.

Following discussion with the parent/carer the item will be returned to either the parent/carer or the student. In exceptional circumstances it may be kept until the end of half term.

If a student continues to breach this rule, they will lose the right to bring such items to school.

Secondary

Electronic devices must be handed to staff at the beginning of the day for safekeeping.

Students must not use phones to film or take photographs of other students, staff or visitors at any time in school. This is a breach of the law regarding privacy and confidentiality. Such action will result in serious sanctions being imposed.

Bullying using electronic devices will be treated very seriously and may result in the involvement of our Police Liaison Officer.

Students who are found to be using or attempting to use electronic devices during learning time will have them confiscated. Such items must also not be connected to school computers at any time due to copyright restrictions.

The item will be placed in a bag labelled with the student's name and secured in the school office.

If a student continues to breach this rule, they will lose the right to bring such items to school.

Staff - Personal

If you are in a location where communication is not possible staff should carry mobile phones for emergency use only.

Staff should only have phones on their person during non-contact time.

Mobile phones should not be used in a space where pupils are present (e.g. classroom, corridor, playground, social areas).

Make sure you have a password to securely lock your phone.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher and office staff aware of this so that messages can be relayed promptly.

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads or school phones.

Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of pupils)
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the School Office
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Parents, Visitors or Volunteers in School

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office. Personal cameras and mobile phone cameras should not be used to take pictures of pupils.

In any other exceptional circumstances please speak to the Headteacher.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in disciplinary procedures.