



The Grove Junior School

Mobile Phone Policy

Date adopted by the Governing Body: June 2026

Date for review: June 2028

Headteacher: Lorna Urquhart

Co-Chair of Governors: Sheila Smith and Jo Hamilton-Watson

Held by: School Improvement Committee

Introduction and aims

At The Grove Junior School, we recognise that mobile phones and similar devices, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Governors

The School's governing body will review the policy and monitor its use every two years.

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, 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).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance, (this list is non-exhaustive):

- 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 as a point of emergency contact.

Data protection

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

Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones to take 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.

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:

- To use multi-factor authentication
- 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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

Sanctions

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

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

Use of mobile phones by pupils

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable, may be lost or stolen or goes against the schools safeguarding policy.

However, we recognise that in Years Five and Six mobile phones may have a part to play in securing pupils' personal safety before and after school. Our expectation is that all other year groups' pupils will be collected by an adult or responsible person. If a pupil need to contact his/her parents/carers they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and message will be relayed promptly. Under no circumstances will pupils be allowed to take mobile phones on school trips and visits – including residential.

The school also discourages pupils to have use of Smart phones and follows the Smartphone safe schools initiative. The school will allow for 'brick' phones to be brought into school by children in Years 5 and 6 for their safety coming to and leaving school. The pupils must follow the procedures laid out below.

Procedures

Parents of Year 5 and 6 pupils will need to complete the permission form (Appendix 1) and hand this to the Headteacher. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a brick mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. The children should only bring 'brick' phones to school. These phones enable the pupil to contact parents in an emergency, through phone call and texts but not have access to the internet

Pupils

Where a pupil does bring a brick mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on the school premises or during off-site school activities (such as Swimming or sports).

The phone should be given to their class teacher upon arrival at school and will be locked in the teacher's cupboard and can be collected at the end of the day. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or tray/lockers.

If a smart phone is brought to school. The pupil will be expected to hand the phone in at the main office and collect it after school and not take it into class. Smart phones are not allowed in the classroom at any time.

Use of smartwatches by pupils

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.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

At The Grove Junior School, we will not encourage the use of smartwatches but will allow as long as the parents and pupils follow the following arrangements:

- Smartwatches are not to be synced to the pupil's mobile phone. The mobile is to be switched off and passed to the teacher to store so therefore no communication can take place using the smartwatch.
- Smartwatches are not to be used for any other purpose other than telling the time – if a pupil is using the device inappropriately then this watch will be confiscated from the pupil and the parents contacted. The watch will then be passed to the parent and the pupil will no longer be able to use the smart watch in school.

Inappropriate use of a mobile device

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Management Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil but will be handed to the parent and the image deleted.

In the rare circumstances that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone/smartwatch into school.

On the first infringement the device would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the device at the end of the school day and a record will be made of the incident. A phone call will be made to the pupil's parents informing them of the incident.

On the second infringement the device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the device without the parents' permission. If a parent is unable to attend the school, they are permitted to give verbal consent for their child to collect the device and must speak to a member of the Senior Management Team. The incident will be recorded.

On the third infringement the device would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the device without the parents present. After the third infringement the school will withdraw the agreement to allow the pupil to bring the device to school.

If a member of staff suspects a pupil has a mobile device in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the school's behaviour policy. Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.

Under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. Schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.

Where a member of staff finds a mobile device which is banned under the school rules, they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner or hand back to the parents.

All school staff should be aware that behaviours linked to sexting put a child in danger. Governing bodies should ensure sexting and the school's approach to it is reflected in the child protection policy.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy



Appendix 1

The Grove Junior School Mobile Phone Agreement

Name: _____

Class: _____

Reason for phone being in school:

I hereby give permission for my son/daughter to bring the above-mentioned phone into school. I acknowledge that the school encourages 'brick' phones ☐ and no smartphone can be taken into the classroom.

I acknowledge that if he/she does not hand it to the teacher upon arrival at school and /or uses the phone inappropriately for calls, photographs, videos ☐ and accesses the internet through the phone then the school will confiscate the phone as set out in the policy.

Signed: _____

Date: _____

Headteacher signed: _____