

Mobile phone policy

Woodwater Academy



Approved by:	R Olivant, H Alderson	Date: July 2025
Last reviewed on:	July 2025	
Next review due by:	July 2028	

1. Introduction and aims

At Woodwater Academy 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, especially those related to child protection and behaviour, including Behaviour Policy, Safeguarding Policy, Code of Conduct, Online Safety Policy, Volunteers in School

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. 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 responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

This policy will be reviewed by governors and monitored termly within the visit from the safeguarding governor.

3. 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, while children are present/during contact time. 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 and office areas).

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

The headteacher will decide on a case-by-basis whether to allow for special arrangements. Ventrus Executive Team may use a mobile telephone on site in designated areas (offices/carpark) for work purposes.

If special arrangements are not deemed necessary, school staff can use the school office number 01392 274147 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.

More detailed guidance regarding data protection can be found in our Data Protection Policy and Privacy Notice.

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.

Staff must comply with the Venrtus Code of Conduct and Online Safety Policy.

Staff must not use their 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.

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 if the school registered phone is not available
- Supervising residential visits if the school registered phone is not available

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. If necessary, contact must be made via the school office

3.5 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
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

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

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

4. Use of mobile phones by pupils

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 and on journeys to and from school. Pupils below Year 5 should not bring a mobile telephone to school.

If your child does bring a mobile phone to school, the phone must remain switched off during the school day and will not be used for any purpose on school premises or during off-site school activities. The phone should be handed to your child's class teacher upon arrival at school and can then be collected at the end of the school day. Under no circumstances should phones be left in bags or coats.

Once phones have been collected by a staff member they will be taken by an adult and securely held in the school office for the remainder of the school day. An adult will collect the phones at home time and return them to the children as they leave school.

4.1 Sanctions

If a pupil is in breach of this policy then the following sanctions may be used:

- A sanction, in line with the school's wider behaviour policy.
- The phone may be confiscated and held in the school office (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)).
- If a phone is confiscated it must be collected in person, from the school office by the parent of the child.

In the case of serious incidents, staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

5. Use of mobile phones by parents, volunteers and visitors

Volunteers and visitors must adhere to the same guidance as staff. Parents must not use their mobile phones within the school building or to take images or recordings of staff/pupils on the premises, unless authorised to do so e.g. at a performance. Any images or recordings taken under authorised circumstances must not be shared on social media.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their 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.

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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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

Every two years this policy will be reviewed by the senior leadership team and governors. It will be monitored as part of the termly safeguarding governor visit.