

The Weald Federation

Of Five Ashes, Frant, Mark Cross and Mayfield Church of England Primary Schools



With God's love we grow and learn together

With God's love we grow and learn together to inspire every child and adult to flourish within our community. Through our Christian ethos, excellent teaching and shared learning, we aim to encourage everyone to discover who they are in relation to God, the world and others. This is in order to prepare for, and positively contribute to, our ever changing and diverse world.

Mobile Phone Policy **(taken from Online Safety Policy)**

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| Led by: | Joanna Challis and Jo Warren (EHTs) |
| Date implemented: | March 2026 |
| Date for next review: | October 2026 |
| Approved by: | FGB |
| ESCC policy or school: | ESCC |



Introduction and aims

At The Weald Federation, 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 and develop children's learning and understanding of our whole school online safety rules;
- support parents in understanding the issues and risks associated with children's use of digital technologies.
- 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.

Expectations

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as: Anti-bullying, Behaviour, Child Protection and Safeguarding, Online Safety, Staff and Volunteers Acceptable Use, Staff handbook and Staff Behaviour and Code of Conduct.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
 - All members of our community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - All members of our community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and PIN numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the site such as classrooms and toilets.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Staff Behaviour and Code of Conduct Policy.

- All members of our community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures.
- Personal mobile phones may be used for the purpose of 2 Factor Authentication which, where possible, will usually take place outside of lesson time.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place during lesson times.
 - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled when in the school/setting.
 - Not use personal devices during teaching lessons, unless written permission has been given by the Executive Headteacher or Head of School, such as in emergency circumstances.
 - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
 - Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or deputies) *and/or* Executive Headteacher or Head of School.
- Staff will not use personal devices:
 - To take photos or videos of learners and will only use work-provided equipment for this purpose.
 - Directly with learners and will only use work-provided equipment during lessons or educational activities.
- If a member of staff breaches our policy, action will be taken in line with our Staff Behaviour and Code of Conduct Policy and Managing Allegations.
 - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

Learners' Use of Personal Devices and Mobile Phones

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Only Year 5 and 6 pupils, who have permission to walk home, are allowed mobile phones in school.
- We expect learners' personal devices and mobile phones to be handed into the school office throughout the school day. They can be collected at the end of the school day. They will be switched off during the school day and whilst on the school grounds.
- If a learner needs to contact his/her parents or carers, a member of staff will contact their parent/carer using the school phone, Arbor or email as appropriate.
- Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the Executive Headteacher or Head of School.
- Mobile phones or personal devices will not be used by learners during lessons or formal educational.
- Mobile phones and personal devices (including smart watches) must not be taken into examinations.
- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place.
- Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our behaviour or bullying policy or could contain youth produced sexual imagery (sexting).
- Searches of mobile phone or personal devices will only be carried out in accordance with our policy. See www.gov.uk/government/publications/searching-screening-and-confiscation)
- Learners' mobile phones or devices may be searched by a member of the Leadership Team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted if it contravenes our policies. See www.gov.uk/government/publications/searching-screening-and-confiscation)
- Mobile phones and devices that have been confiscated will be released to parents or carers at the end of the day.
- If there is suspicion that material on a learner's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

Visitors' Use of Personal Devices and Mobile Phones

- Parents/carers and visitors (including volunteers and contractors) must use their mobile phones and

personal devices in accordance with our Staff and Volunteers Acceptable Use Policy and other associated policies, such as: Anti-bullying, Staff behaviour and Code of Conduct, Child Protection and Safeguarding Policy and Online Safety.

- We will ensure appropriate information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputies), Executive Headteacher or Head of School of any breaches our policy.

Officially provided mobile phones and devices

- Members of staff will be issued with a work phone number if required e.g. as part of a child's health care plan for a specific medical condition such as diabetes.
- Setting mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff
- Setting mobile phones and devices will always be used in accordance with the Staff and Volunteers Acceptable Use Policy and other relevant policies.