



Growing and Learning Together

Mobile Phones Policy

Please note that 'Headteacher' may refer to the Executive Headteacher or Head of School. 'Chair of Governing Body' may refer to Co-Chairs of the Governing Body.

Reviewed by:	Resources Committee
Reviewed when	January 2026
Next review	January 2028
Source and date of model policy, if applicable	Cambridgeshire County Council v.Sept 25
Added to website (if applicable)	Yes
Added to Google Drive – All Staff	Yes
Review date noted on schedule	Yes

1.0 Introduction and aims

It is widely recognised that many children and staff will have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 4G/5G, Airdropping and 'Nearby Share' (see Annex 1 for more details). For many these devices can provide security and reassurance; however there are also associated risks. Safeguarding of children within our schools is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

There is a separate section covering Air Tags.

1.1 The guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support the Federation's other policies relating to child protection and behaviour

2.0 Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

2.1 All staff:

- The Federation expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room.
- Other than in agreed exceptional circumstances (noted in section 2.3), mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.

2.2 Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to

make telephone contact with a pupil, a Federation telephone should be used. If a staff member does use a personal mobile phone, their number should be hidden.

- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.
- Staff should never send to, or accept from colleagues, texts or images that could be viewed as inappropriate. Staff should never send or accept texts or images of any sort from pupils.
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the curriculum or for promotional purposes, then Federation equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

2.3 Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Parental contact in emergencies (mobile phones setting that allow for the number not to be identified should be used)

This guidance should be seen as a safeguard for members of staff and the Federation. Any breach of Federation policy may result in disciplinary action against that member of staff.

3.0 Pupils:

- Pupils are dissuaded from bringing mobile phones to school.
- If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g., in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone to the class teacher to be locked away for the duration of the school day.
- Smart watches are not permitted. If they are brought to school, they will be handed to the class teacher for the duration of the school day.

4.0 Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school sites/in any area where children are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the UK *General Data Protection Regulations (GDPR) and the Data Protection Act 2018* and using the 'Use of images consent form'

- Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5.0 Apple Air Tags and other tracking devices

Such devices are designed to help people locate personal belongings but have been known to be used to track individuals.

Apple have released the statement below which can be found on their website:

“AirTag was designed to help people locate their personal belongings, not to track people or another person’s property, and we condemn in the strongest possible terms any malicious use of our products.”

Therefore, we strongly discourage the use of Air Tags or any other form of tracking device in relation to a pupil, either while in school or when on school trips or residential visits.

Staff will respond to the discovery of Air Tags or tracking devices accordingly and communicate with parents regarding their appropriate use.

6.0 Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the Federations’s ‘Safeguarding and Child Protection Policy’).

7.0 Filtering of Personal Devices:

The Federation cannot be held responsible for the filtering of material on users’ personal devices when they access the internet using their personal 4G/5G data plan. Any individual, staff or pupil, found to have been accessing material which contravenes the Federation’s Acceptable Use Policy applicable to them during school hours will be subject to action under the terms of the Federation Behaviour Policy/Code of Conduct.

Anyone using a personal device to access the internet using the school network connection will have the web content on that device filtered by Netsweeper at the strictest level in use at that school. Schools can view logs of activity that have occurred on specific devices and action may be taken where user activity raises a safeguarding concern.

8.0 Liability

For both staff (including supply staff), pupils, visitors and contractors the Federation retains no liability for any device that is brought into school which is either lost, stolen or damaged.

For both staff (including supply staff), pupils, visitors and contractors, the Federation retains no liability for any device that is used in a manner that is against the owner’s consent.

Related Policies and guidance:

Safeguarding and Child Protection Policy

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022 - [Safer Recruitment Consortium training information](#)

Keeping Children Safe in Education

[Taking photographs: data protection advice for schools | ICO](#)

Data Protection: [Data protection in schools - Guidance - GOV.UK \(www.gov.uk\)](#)

Annex 1- Airdrop and Nearby Share

Airdrop.

- AirDrop is a wireless feature available on Apple devices.
- It allows physically close Apple devices to share files, photos, websites etc.
- There are no size limits on files.
- It uses Bluetooth and Wi-Fi to transmit the files.
- AirDrop automatically detects nearby supported devices within a maximum distance of 30 feet.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Quick Share/Nearby Share

- Both are available on Android 6.0+ phones.
- Like AirDrop, it allows users to instantly share files, links and pictures with people around them.
- It also works through Bluetooth or WiFi.
- When Nearby Share/Quick Share are turned on, a list of devices available within sharing proximity is visible.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Safeguarding risks posed by both Airdrop and Nearby Share/Quick Share.

- Being exposed to age-inappropriate sexualised and/or violent content.
- Photo sharing as a form of cyberbullying, with the person featured in the image being the target.
- The sharing of self-generated sexual imagery, with or without the permission of the original image/video creator.
- Images of teachers or other staff members shared as part of teacher targeted bullying, including 'upskirting' images (the practice of taking an illegal photo of someone's genitals or genital area, without consent).

If a member of staff or a pupil report receiving inappropriate content then the school must follow their Safeguarding and Child Protection Policy and procedures, Behaviour Policy and/or Code of Conduct.