An Daras Multi Academy Trust

Mobile Phone Policy (Pupils, Staff and Community)

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

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Statutory	
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Next Review	**November 2028**
Advisory Committee	Local Governing Advisory Body
Linked Documents and Policies	Code of Conduct AUP Policy/SMART Rules for Pupils Child Protection and Safeguarding Policy Online Safety Policy Whistle Blowing Policy Acceptable Use Policy

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Introduction and Aims

In our trust the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices, for example smart watches, smart glasses and tracking devices.

Scope

This policy applies to all individuals who have access to personal mobile phones or other devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Acceptable Use of Technology Policy
- Online Safety Policy
- Code of Conduct
- Visitors and Volunteers Policy

Code of Conduct

A code of Conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counter-productive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles Devices - Staff

- staff are not permitted to make/receive calls/texts during contact time with children except for if necessary for authentication when logging in to the school systems. Emergency contact should be made via the school office.
- staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time
- mobile phones should not be used in a space where children are present (e.g. classroom, playground, corridors or hall)
- use of phones (inc. receiving/sending texts and emails) should be limited to non-contact break times when no children are present e.g. in office areas, staff room, empty classrooms
- staff are expected to security protect access to functions of their phone
- should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher of the school aware of this and can have their phone in case of having to receive an emergency call
- staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children and/or staff conversations, or sharing images
- legitimate recordings and photographs should be captured using school equipment such as cameras and i-pads
- staff should report any usage of mobile devices that causes them concern to the Head

Mobile Phones for Work Related Purposes

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

- mobile use on these occasions is appropriate and professional
- mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- pupils are not permitted to have mobile phones at school or on trips
- if in parent is wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- ✓ the phone must be handed in, switched off, to the class first thing in the morning and locked away to be handed back to the pupil at home time (the phone is left at the owner's own risk)

- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- Due to the mobile capabilities of other wearable technology such as Smart Watches, pupils are not permitted to bring smart watches or other wearable technology to school.
- Tracker tags are not permitted on residentials.

Where mobile phones are used in or out of school to bully or intimidate others, then the Head does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

Personal Mobiles and Devices - Volunteers, Visitors, Governors and Contractors (Community)
All Volunteers, Visitors, Governors and Contractors are expected to follow our Mobile Phone Policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones and other wearable technology.

Parents
While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see mobiles as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video children's school events such as shows or sports day using their mobile phones – **but remind each time and insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own**. We do not allow recording on other devices, for example wearables such as (but not limited to) watches or glasses.

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

Dissemination
The Mobile Phone Policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Agreed by Directors on: November 2025
Next Review: **November 2028**
Edit and addition: May 2026