



Mobile phone policy

Corrie Primary and Nursery school

Mission Statement

Corrie nurtures and encourages all children to realise their personal best and to fulfil their potential in the academic, sporting and performing opportunities provided in and out of school. Our carefully planned climate of celebration of pupil achievement includes a sense of enjoyment that childhood days will be remembered as fun. Our vision is of an environment where our children can develop the life skills necessary to become fully integrated members of society. Corrie aims to do this by providing a caring and stimulating learning environment where all are welcome, respected and encouraged to achieve the highest standards in both work and play. Through mutual respect and appreciation, we aim to provide enrichment and enjoyment for everyone. By fostering support and loyalty we offer an environment in which we clearly value the contribution of each individual.

1. Introduction and aims

At Corrie Primary and Nursery school 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

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 Head Teacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for reviewing the policy every three years

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, during contact time with the children. 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).

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.

If special arrangements are not deemed necessary, school staff can use the school office number 0161 336 2242 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.

Data protection statement

GDPR policy

ICT policy

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 not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil unless it is for work purposes and we have the parents permission.

If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must ideally be done using school equipment.

Any photographs or recording of children made on staff's mobile phones must be deleted after use.

There may be times when staff need to access a classroom app that requires use of a mobile phone at these times staff must be mindful of and follow child protection procedures and GDPR policy

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
- 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
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

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 and smart watches by pupils

Use of mobile phones and smart watches in school by children is not permitted under any circumstances.

School appreciate that at times parents feel they would like their child to have a mobile phone or smart watch with them when walking to and from school.

To accommodate this and keep our children safe, school permit children to bring their phones or smart watch into school on the condition that:

Phones and smart watches are handed into the class teacher between 8.50am and 9am on arrival at school.

The phones and smart watches will then be placed into the teachers stock cupboard for safe keeping and to ensure that no access is given to the phone during the school day, this includes smart watches that have internet access and or the ability to take photos.

The school accepts no responsibility for mobile phones and smart watches that are lost, damaged or stolen on school premises or transport, or while pupils are travelling to and from school.

Any child who brings a mobile phone or smart watch to school to be handed in must have a permission slip completed by a parent or guardian.

Appendix 1.

4.1 Sanctions

Any child caught with a phone after this time will have it confiscated (sections 91 and 94 of the [Education and Inspections Act 2006](#)), it will then only be returned to the parent.

If a child continues to break the rules the phone will be kept until the end of term.

Teachers have the authority to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#).

Confiscated phones will be stored in the Head teachers office or the school safe

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents



Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day.

6. 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

Date approved by Governors: Spring 2023

Reviewed date: Spring 2026

Appendix 1.

Dear Parents,

Schools policy on use of mobile phones in school by pupils is:

Use of mobile phones in school by children is not permitted under any circumstances.

We have tried as a school to accommodate the fact that Parents feel that on some occasions they would like their child to have a mobile phone (or smart watch) with them e.g. when walking home from an after school club alone. We set the rule that all mobile phones (& smart watches) must be handed in to the class Teacher on arrival at school, this is for two reasons:

The safe keeping of the phone

To ensure that children are not able to use the internet and allow other children to view things that their parents or the school may not find acceptable.

The rules in school are as follows:

If you want your child to have a mobile phone for the walk to and from school, they must:

Hand their phone into the class teacher on arrival into the classroom at 9am.

School accepts no responsibility for mobile phones in school.

Any child caught with a phone after this time will have it taken off them, it will then only be returned to the parent.

If a child continues to break the rules the phone will be kept until the end of term.

We would prefer children not to bring a mobile phone into school.

If you wish for your child to bring a mobile phone into school, please fill in the form below.

Many thanks for your support in this matter

Naomi Cartledge
Head Teacher

Corrie Primary and Nursery School Mobile phone use policy can be found at:
<https://www.corrie.tameside.sch.uk/policies/>

I give permission for _____ to bring their mobile into

School for the following reason....

I agree to the rules set out by the school and I understand that school accept no responsibility for my Childs mobile phone.

Signed _____