



Mobile Phone Policy for Adults

Nova Primary School Governor Information	
Model Policy	Yes – The Key
Local Changes	
Customisation*	
Originally Adopted	Autumn 2020
Last Review Date	Autumn 2023
Next Review Date	Autumn 2026
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent Policy changes – Must be completed

Date	Page	Change	Origin of Change e.g. TU request, change in legislation

1 Introduction & Aims

At Nova Primary 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. Adults should have designated spaces to use them as they are now essential to how we communicate with work, families and other contacts. They also provide rapid access to information and help us organise our busy lives. Adults are trusted to use them safely and responsibly and this policy is designed to support them in doing this.

This policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour:
 - Safeguarding Policy
 - Anti-bullying Policy
 - E-Safety Policy
 - Behaviour Policy
 - Staff Code of Conduct and Staff Handbook
 - Data Protection Policy
 - Confidentiality Policy
 - Photography Policy
 - Pupil Mobile Phone Policy

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

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

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 (when in the presence of children who attend the school).

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. These areas are: the staff room; the PPA room; offices. If you require privacy, please ask a member of the Leadership Team who will be happy to leave an office to enable confidential discussion to take place.

The Headteacher will decide on a case-by-basis whether to allow for special arrangements where the staff member may need to receive an emergency call.

If special arrangements are not deemed necessary, school staff can use the school's main number as a point of emergency contact which is 0117 9030446.

3.2 Data Protection

Staff must not use their personal mobile phones to process confidential school information. More information can be found in the school's Data Protection Policy and Confidentiality Policy.

3.3 Safeguarding

Safeguarding is everybody's business.

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. Further details can be found in the school's E-safety Policy and Safeguarding 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 is 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
- Supervising residential visits
- Home visits

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 Sanctions

Staff that fail to adhere to this policy may face disciplinary action in line with the school's disciplinary procedure.

4. Use of Mobile Phones by Pupils

The school only allows mobile phones to be brought into school by the following pupils:

- Children travelling to school by themselves in Years 5 and 6

Please refer to the Mobile Phone Policy for Pupils for more information.

6. 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
- 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- they will be directed to laminated set of guidelines when signing in.

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 (see Mobile Phone Policy for Pupils). They should read Nova Guidance for Additional Adults on Educational Visits.

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. They must not try to contact their child on his/her personal mobile during the school day.

Parents may take photographs and recordings when they attend school events such as sports day and school plays unless given specific guidance. However, these images or recordings must not be shared on social media without consent.

7. Loss, Theft or Damage

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.



Use of Mobile Phones at Nova Primary School

Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use phones where pupils are present. If you must use your phone, you may ask permission to use an office space from a member of the leadership team

Do not take photos or recordings of pupils or staff

Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.