

Moorside Community Primary School Mobile Phone Policy



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1. Introduction and aims

At Moorside Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection, behaviour, acceptable use policy and online safety and mobile technology 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Deputy Headteacher for Behaviour and SEND is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Governors will continue to monitor and regularly review the mobile phone policy to ensure it remains effective, appropriate, and aligned with the school's values. This review process will take into account feedback from pupils, parents, and staff, as well as any emerging guidance or changes in technology, to ensure the policy continues to support pupils' wellbeing, safety, and learning.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. 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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For personal medical reasons, e.g. diabetes tracking apps

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 808 0182 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Further guidance on data protection can be found in the Data Protection Policy and the Acceptable Use Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

If staff wish to contact parents, this should be done using the school's telephones or via Seesaw.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff may use their personal devices to access the internet when away from children and must do so in accordance with the Acceptable Use Policy.

4.4 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 are not limited to:

- Use of multi-factor authentication
- 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
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Only pupils in Year 6 are permitted to bring mobile phones to school for safety reasons when travelling to and from school. Children and parents must sign an Acceptable Use Agreement. Mobile phones are turned off during the school day and are handed to the class teacher to be kept in a safe and secure location. Children do not have access to their phones during the school day. Phones are returned to pupils at the end of the day as they leave school. Mobile phones are not permitted on trips or residential visits and must not be used for learning activities.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

At Moorside, smartwatches are considered the same as a mobile phone therefore the same rules and expectations around mobile phones applies to smartwatches.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the school office to discuss this.

Any pupils who are given permission must then adhere to the school's online and mobile technology policy and acceptable use agreement for mobile phone use (available on the school website or upon request).

5.3 Sanctions

If a pupil does not follow the school rules regarding mobile phone use, appropriate sanctions will be applied. In line with the Education and Inspections Act 2006 ([sections 91](#) and [94](#)), the school has the legal authority to confiscate mobile phones where rules are breached.

Any confiscated mobile phone will be handed to the Headteacher (or a delegated senior member of staff) and stored securely in a locked drawer. The phone will normally be returned at the end of the school day directly to the child's parent or guardian (see [DfE's guidance on mobile phones](#) in schools for further information)

Where this is not possible, for example if a child normally walks home alone and requires their phone for safety reasons, the school will liaise with parents/guardians to agree appropriate arrangements for its return.

In specific circumstances, the school may search a pupil's mobile phone, for example where there is a concern that it may contain inappropriate material or evidence relating to a breach of school rules. Any search will be conducted in line with [Department for Education \(DfE\) guidance on searching, screening and confiscation](#), and with due regard to safeguarding and pupil welfare.

All actions taken will also be consistent with the school's Behaviour Policy.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

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 (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- 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

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 at a public event (such as a school fair, school productions), or of their own child. School will guide parents when this is acceptable.
- 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/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

Pupils must store their phones in the designated area within the classroom or hand them to the class teacher to be stored.

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.

Confiscated phones will be stored in the Head Learner's office in a locked drawer.

Schools that confiscate phones from pupils become responsible for the phone and can be held responsible for loss, theft or damage.

Lost phones should be returned to a member of the senior leadership team or the school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Suzanne Howard (Head Learner) or Gary Bailey (Deputy Headteacher) in a timely manner.

Although not statutory, governors will regularly review the mobile phone policy to ensure it remains appropriate and effective in supporting pupils' safety and wellbeing

9. Appendix 1: Code of conduct/Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Code of conduct / Acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not have possession (on your person or in your bag/coat) during the school day.
2. You must hand your phone to your class teacher at the start of every day so it can be stored safely. Your phone will be returned at the end of the school day.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone during the school day.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your phone to send or receive anything that may be criminal.
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Don't use your phone to view or share inappropriate imagery/videos or other harmful content.
13. You must comply with a request by a member of staff to switch off and hand over your phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 2: Letter and Permission form allowing a pupil to bring their phone to school

Moorside Primary School
Head Learner: Ms S Howard
Holdsworth Street, Swinton, M27 0LN
Tel: 0161 808 0182
E-mail: moorside.primaryschool@salford.gov.uk
Website: www.moorsideprimary.net



September 2025

Dear Parent/Carer,

At Moorside we permit the Year 6 children to bring in their phones when they are walking home from school or for a medical reason.

All parents of Y6 children will need to complete a form to explain why their child/ren need to be allowed to bring a mobile phone and sign to consent to the conditions listed below.

All phones will be stored securely in their classrooms until the child leaves school at 3.20 pm.

Should a child be in an after-school club they will be given their phone **after** the club has finished. Should a child be in Moorside Plus, their phone will be handed to Moorside Plus staff and then directly to the adult who is collecting them.

Any child found with their phone in school (in their bags or in the classroom) will have their phone confiscated and will lose their right to bring a phone to school.

Confiscated phones will need to be collected by a parent at the end of the school day from the school office.

We thank you in advance for your co-operation with this matter.

Warm regards,

Ms Suzanne Howard
Head Learner
Moorside Community Primary School

Mobile Phone School Agreement

This consent form **must be signed** for your child to be able to bring their mobile phone into school.

I agree to the following:

- My child will hand their mobile phone into their class teacher who will store it securely until 3.20pm
- If my child is found with their phone in school (in their bags or in the classroom) they will have their phone confiscated and will lose their right to bring a phone to school.
- If my child attends an after-school club or Moorside Plus then they will be handed over to adult in charge of the club until the club finishes.

It is essential for my child (full name) _____ to bring their mobile phone into school for the following reason: (please tick)

My child walks home They are going to a different household

My child has a medical reason (please list below)

Signed _____ Date: _____

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while in the school building
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office who will assist you in finding an appropriate place to use your phone
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not post any images or videos taken on any social media platform
- 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.

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