



Townlands C of E Primary Academy

Mobile Phone Policy

Approved by: Rachael Johnson (Chair of Governors)

Date: March 2026

Next review due by: March 2029

Introduction

At Townlands 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 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

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

Related policies

- Child Protection/safeguarding policy
- Personal use of social media policy
- Volunteer Policy
- Staff handbook
- Educational Visits

Use of mobile phones

Pupils:

Pupils are not permitted to have mobile phones at school or on school trips.

If a parent of a Year 5 or Year 6 child wishes for their child to bring a mobile phone to school for use in contacting them after school:

- the phone must remain in a designated box in the child's classroom, it must be switched off. It can then be collected from the box at the end of the day.
- If a child has an after-school club the phone will be taken at 3.05 pm to the school office, ready to be collected by the child, at the end of their club (the phone is left at the owner's own risk).

If a child's mobile phone is not handed in at the start of the day it will be confiscated and must be collected and signed for by the child's parent/carer.

All Staff:

- Staff must keep personal mobile phones on silent or switched off during teaching time and while in offices, communal areas and other public areas of the school. Mobile phones may only be used for personal purposes in designated staff-only areas, such as the staff room and PPA room, or in classrooms before and after school when pupils are not present.
- Staff must not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time and in non-teaching areas of the school.
- Phones will never be used to take photographs of children or to store their personal data.
- Designated member(s) of staff will carry a mobile phone on all trips away from the Academy or during educational visits, so that school can be contacted in the event of an emergency.
- Smartwatches and Smart devices must be used in a manner consistent with this policy. Staff should ensure that notifications are silenced during teaching time and should not use smartwatches for personal calls, messaging, photography, audio or video recording while supervising pupils or carrying out their duties.

Parents & other visitors:

- Mobile phones must not be used to take photographs/recordings in the school building or grounds. During an Academy event the Head teacher may give permission for photographs/recordings to be taken for personal use only. These photographs/recordings are not to be placed or shared on social media sites at the request of the Academy.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the Academy messaging service will be used to send each family a text message informing them of the change of circumstances. It is therefore imperative that parents/carers supply school with at least one up-to-date mobile number.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.