



Deanery C.E. Primary School
Academy Status

Mobile Phone Policy

April 2026

The Deanery School Christian Ethos
Our School Motto – ‘Ad Majorem Dei Gloriam’
Translated this simply means ‘To the Greater Glory of God’.

Vision

We believe that everything we do is a faithful response to God’s faithfulness, shown to us through Jesus Christ. Our vision is to reflect God’s Glory in every season of life, in all aspects, from the little things, to the big.

Beliefs and Values

We believe that God’s heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

School Culture

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
- Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- Enable each child to value themselves and have aspirations for the future.
- Recognise everyone’s place in the wider community.

Introduction and aims

At Deanery Church of England Primary School we recognise that mobile phones and smart technology, including smart phones, are an important part of everyday life for our parents/carers 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 and smart technology for pupils, staff, parents/carers 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 and smart technology 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

DfE guidance: <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

Roles and Responsibilities

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 senior leadership team are responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones and smart technology by staff

Personal Mobile Phones and smart technology

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones and smart technology 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 and/ or smart technology 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 (0121 351 6441) as a point of emergency contact.

Data Protection

Staff must not use their personal mobile phones and/ or smart technology 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; CoPilot).

Further guidance can be found in the school's data protection policy and acceptable use policy.

Safeguarding

Staff must refrain from giving 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.

Staff must not use their mobile phones and/ or smart technology to take photographs or recordings of pupils, their work, or anything else which 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.

Inappropriate use of a mobile phone is deemed a low-level concern and may result in disciplinary proceedings (see the Low Level Concerns policy).

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
- Accessing a Two-Factor Authentication code

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 and/ or smart technology to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones and/ or smart technology to contact parents/carers. If necessary, contact must be made via the school office

- Access authentication codes using phones, when children are not present.

Sanctions

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

See the school's staff disciplinary and low level concerns policies for more information.

Use of mobile phones by pupils

Pupils are not permitted to bring mobile phones within school, with the exception of Year 6 pupils who walk home alone. Their phone must be given to the class teacher to be locked away immediately upon entering school. The phone will then be returned to the pupil as they leave the classroom.

Where a child is found in the possession of a mobile phone, the school will ensure the mobile phone is kept safe and contact the child's parent/ carer. The mobile phone will be handed back to an appropriate adult at the end of the day.

Mobile phones must not be taken by pupils on a school trip or a residential.

Sanctions

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

Use of mobile phones and/ or smart technology 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 a public event where this has been sanctioned by the headteacher (such as a school fair), or of their own child. Photos must not be taken when volunteering at an event (e.g. discos; bingo evenings).
- Using any photographs or recordings for personal use only, and not posting on social media without consent

- Not using phones and/ or smart technology in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone and smart technology 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 and/ or smart technology to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which 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 4 above.

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 his/her personal mobile and/ or smart technology during the school day.

Loss, theft or damage

The school accepts no responsibility for mobile phones and/ or smart technology 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 and/ or smart technology will be stored in a secure location in a senior leadership office.

Lost phones and/ or smart technology should be returned to the school office. The school will then attempt to contact the owner.

Monitoring arrangements

This policy will be reviewed triennially by the safeguarding lead.

Policy prepared by Lis McIntosh

April 2026

Agreed and accepted by Governing Body



Signed:

Dated: 15/06/2026

Appendix 1 – Mobile Phone and/ or smart technology information slip for visitors

Use of mobile phones and/ or smart technology in our school

- Please keep your mobile phone and/ or smart technology on silent/vibrate while on the school grounds
- Please do not use phones and/ or smart technology where pupils are present. If you must use your phone, you may go outside of the school building and not on the playground area.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone and/ or smart technology (including smart watches) in lessons, or when working with pupils

The school accepts no responsibility for phones and/ or smart technology (including smart watches) that are lost, damaged or stolen while you are on the school grounds.

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

Deanery CE Primary School

Helper's Agreement of Conduct

Working with other people's children is a privilege with responsibilities. Teachers and helpers will work together as a partnership for the benefit of the children in our school.

Whilst helping in school, volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr. Miss or Mrs rather than by first names.

Helpers are expected to:

- demonstrate their support for education and give their full attention to the task in hand;
- treat what they see and hear in school as confidential;
- do not discuss anything outside school even with a child's parents.
- arrive on time and be ready to start the agreed task;
- leave all matters of discipline to the teacher with responsibility;
- accept direction and supervision by trained professionals;
- clearly communicate interests and expectations;
- present a positive role model;
- adhere to the school policy as appropriate;
- dress in a manner that is appropriate for professional working;
- refrain from inappropriate language or topics of conversation;
- switch off mobile phones.

School helpers have the right to:

- be recognised for their valuable contributions to the educational experience of our children;
- be assigned worthwhile tasks;
- access any school policies and procedures that are relevant;
- have any training or supervision necessary;
- deal with any complaint through the school's complaint procedure.

I have read the 'Policy for Voluntary Helpers in School' and the 'Helper's Agreement of Conduct' above and will adhere to these.

Signed: _____ Date: _____

Print Name: _____