



Peterhouse School

Mobile Phone Policy

Author -Conny Brandt

CONTENTS

1	Introduction and aims.....	1
2	Relevant guidance	2
3	Roles and responsibilities	2
3.1	3.1 Staff.....	2
4	Use of mobile phones by staff.....	2
4.1	4.1 Personal mobile phones	2
4.2	4.2 Data protection	2
4.3	4.3 Safeguarding.....	3
4.4	4.4 Using personal mobiles for work purposes	3
4.5	4.5 Work phones	3
4.6	4.6 Sanctions	3
5	Use of mobile phones by pupils	4
5.1	5.1 Exceptions for special circumstances and for sixth-form pupils	4
5.2	5.2 Breach of Policy	5
6	Use of mobile phones by parents/carers, volunteers, students on work placement and visitors	6
7	7. Loss, theft or damage	6
8	Monitoring and review.....	7

1 INTRODUCTION AND AIMS

At Peterhouse, 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 code of conduct.

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 3.1 Staff

1. All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.
2. 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.
3. The Headteacher is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.
4. Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

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 during school hours in pupil areas. Use of personal mobile phones is 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 is necessary 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

The headteacher or a member of the SLT 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 [01704 506682] 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).

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.

Staff must not connect with parents/carers via social media or messaging apps.

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 must not use their personal phones whilst working with pupils, including to support pupil activities (e.g. to do a Google search, play music etc).

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 communications during off-site 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
- Only use their personal mobile when the use has been approved by a member of the SLT, and only for the specific purpose that has been approved.

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

School recognises that the use of mobile devices can be beneficial to young people, e.g. they may support pupils to stay regulated during their journey to and from school, and that pupils may bring a phone into school for this reason.

Once in school, pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, as outlined in the school's Acceptable Use Policy.

Pupils who bring their mobile into school must hand these in to staff on arrival. Phones will be kept in the office during the day and will be returned to the pupil at the end of the school day. Pupils who do not follow this policy for any reason, are asked not to bring their phones into school.

Pupils must not bring smartwatches into school. In addition to issues relating to mobile phones, smartwatches can be more fragile than mobile phones and the school is not able to ensure that these devices can be kept safe at Peterhouse.

5.1 Exceptions for special circumstances and for sixth-form pupils

Sixth Form Pupils

Due to the distracting nature of mobile phones, sixth form pupils are not permitted to use these during the school day. Sixth form pupils may choose to keep their phones in their bags (out of sight and turned to 'silent' mode), or to hand them in to staff to be kept in a dedicated safe. Pupils who do not follow this policy for any reason, are asked not to bring their phones into school.

Sixth Form pupils undertaking independent travel activities (without direct staff supervision) can take their personal mobile phones with them for the duration of the activity. If they do not wish to take a personal mobile phone, school mobiles are available.

Special Circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, for example:

- If the device is being used to monitor a medical condition
- On a temporary basis, as part of a monitored Positive Behaviour Support Plan

This will be considered on a case-by-case basis, and use will be approved by the Headteacher or Assistant Head for Behaviour and Pastoral. If approved, the mobile phone must only be used for the specific circumstance for which approval has been granted.

Parents seeking permission for their child to bring a mobile phone into school should contact the Headteacher and outline the reason for this request.

5.2 Flexible Education Students

As outlined in the Flex Ed Online Safety Policy, we acknowledge the limitations in terms of what Flex Ed staff are able to observe and monitor for students who are using their own devices within the family home outside of the scheduled Flex Ed session times.

Responsibility remains with parents/carers at these times. For our Flex Ed cohort it is necessary to approach policy around mobile phones – particularly with reference to rules/restrictions – on an individualised basis.

For some Flex Ed students who find it challenging to interact with staff or engage in learning opportunities, a personal device such as a mobile phone may become the conduit to shared attention activities which might form the basis of more consistent engagement. In line with our low-demand, non-directive approach, we do not enforce the same blanket restrictions for our Flex Ed cohort as is in place within school in line with contemporary research on demand avoidant and trauma-informed approaches. It may become necessary to consider changes to this approach depending on the progress of individual students and the nature or extent of their mobile phone use during sessions.

For students who may be beginning a transition into the school environment, decisions relating to their use of their mobile phone will be approached on an individual basis and will take into account a range of considerations, including:

- The potentially positive impact of being allowed to keep their mobile phone in their possession (i.e. is retaining possession of their mobile phone a factor without which they would not be able to successfully access the school environment?)
- Potential disruptive impact of YP's being able to retain their mobile phone (i.e. might this impact negatively on other learners in school who are following rules/policy)
- The nature of mobile phone use for the individual student (e.g. is it agreed for the phone to remain in possession of the student, but remain out of sight? Is the use of the mobile phone permitted for particular, agreed tasks/activities?)

Where possible and appropriate, work will be done to prepare Flex Ed students coming into school to ensure that they are aware of school rules and the expectation of these being followed. Flex Ed teams will always plan and set targets with the aim of reducing / minimising the use of mobile phones or dependency on devices for our students although allowances may be made depending on individual need if deemed appropriate and if this provides an increased chance of success.

5.3 Breach of Policy

Any breach of this policy by pupils will be dealt with on an individual basis. The school's response will aim to be reasonable and proportionate, and will consider

- The pupil's level of understanding
- The pupil's age
- The pupil's reason for not complying with the policy (including exploring reasons that may not be readily apparent)
- Any relevant special circumstances e.g. issues outside of school

Any individual strategies to respond to mobile phone use that has not been approved will be discussed and shared with parents.

Whilst Headteacher have the right to search pupil's items ([DfE's guidance on searching, screening and confiscation](#)) if there is a good reason to do so, and confiscate phones ([DfE's guidance on mobile phones in schools](#)), this would only be done in exceptional circumstances. School would always seek the pupil's co-operation in the first instance, and only carry out a search if there was a significant risk to the pupil or others, or if there is reason to believe that a phone is being or has been used to commit an offence.

Staff will not attempt to view or look for any images that they suspect may be of a pornographic nature.

If any harm or risk of harm 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, STUDENTS ON WORK PLACEMENT AND VISITORS

Parents/carers, visitors, students on work placement 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 is at 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/carers, visitors, students on work placement and volunteers will be informed of the rules for mobile phone use when they sign in at reception, as part of their first day induction or attend a public event at school.

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 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 should 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.

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. The only exception to this are:

- Phones of Sixth Form students that are handed in to be stored in a dedicated safe, after they have been handed to staff and until they are returned to the student

- Any phones that have been confiscated. Confiscated phones are kept in the school office and will be the responsibility of the Business Support staff.

Lost phones should be returned to 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 pupils
- Feedback from parents/carers
- 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 the Headteacher in a timely manner.

