



The Welbeck Federation

Mobile Phone Policy

Executive Head Teacher Signature:	<i>L Jordan</i>
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Introduction and Aims

At The Welbeck Federation of Schools, comprising Netherfield Infant School & Nursery and Eastlands Junior School, the safety, welfare and wellbeing of all pupils is our highest priority. Mobile phones and other mobile communication devices are an important part of everyday life and can support communication and personal safety. However, they can also present risks including distraction from learning, cyberbullying, inappropriate communication, online safety concerns and the unauthorised taking of photographs or videos.

This policy aims to:

-  Safeguard pupils, staff and visitors.
-  Promote the safe and responsible use of mobile phones.
-  Minimise disruption to teaching and learning.
-  Protect personal privacy and data.
-  Ensure compliance with safeguarding and online safety requirements.

This policy applies to all pupils, staff, volunteers, governors, visitors and contractors while on school premises or participating in school activities.

Staff Mobile Phones

Staff are expected to model safe and professional behaviour at all times.

Staff mobile phones:

-  Must be switched off or on silent during the school day.
-  Must be stored securely and out of sight whilst working with pupils.
-  Must not be used in classrooms or areas where children are present, except in exceptional authorised circumstances.
-  Must not be used for making or receiving personal calls, texts or messages whilst supervising pupils.
-  Should only be used during breaks, lunchtime or other non-contact time in designated staff areas.
-  Must not be used to photograph, record or film pupils.

Where photographs or recordings are required for educational purposes, school-owned devices must be used in accordance with safeguarding procedures.

In exceptional circumstances, such as urgent family emergencies, staff should provide the school office telephone number as the emergency contact point.

Any concerns regarding inappropriate mobile phone use should be reported immediately to the Head of Schools or Designated Safeguarding Lead (DSL).

Pupils and Mobile Phones

We recognise that some pupils may require a mobile phone for safety reasons, particularly where they travel to and from school independently.

Pupils should only bring a mobile phone to school where there is a genuine need. Mobile phones should not be brought into school for social use or convenience.

Parents wishing their child to bring a mobile phone to school must complete a Mobile Phone Permission Form.

Arrangements for Pupils Bringing Mobile Phones

Where permission has been granted:

-  The phone must be switched off before entering the school premises.
-  The pupil must take the phone directly to the school office upon arrival.
-  The phone will be stored securely by school staff during the school day.
-  The pupil must collect the phone from the school office at the end of the day.
-  The phone must remain switched off until the pupil has left the school grounds.
-  Mobile phones must not be stored in classrooms, lockers, bags or pockets during the school day.

The school accepts no responsibility for loss, theft or damage to mobile phones brought onto the premises.

Prohibited Use

Pupils must not:

-  Use a mobile phone during the school day.
-  Send or receive messages whilst on school premises.
-  Access the internet, social media or games during school hours.
-  Take photographs, videos or audio recordings on school premises.
-  Share images, recordings or messages of pupils, staff or visitors without permission.
-  Use mobile phones in a manner that causes disruption, distress or harm to others.

Any phone brought to school without permission, or used in breach of this policy, may be confiscated and returned only to a parent or carer.

Online Safety and Cyberbullying

The Welbeck Federation takes online safety seriously.

Where the school becomes aware of serious online safety incidents involving mobile phones, social media, messaging applications or the sharing of inappropriate content, the matter will be investigated in line with the school's Behaviour Policy, Safeguarding Policy and Online Safety Policy.

The school may work with parents, external agencies, the Police or Children's Services where appropriate.

Visitors, Volunteers and Contractors

Visitors, volunteers and contractors must:

-  Keep personal phones on silent while in school.
-  Refrain from using phones in areas where pupils are present unless authorised.
-  Never photograph or record pupils.
-  Follow any safeguarding instructions provided by school staff.

Medical and Accessibility Needs

The school recognises that some pupils may need access to a mobile device for medical or accessibility reasons.

Any authorised use will be clearly identified within the pupil's individual healthcare plan or support plan and must only be used for the agreed purpose.

Monitoring and Compliance

Failure to comply with this policy may lead to:

-  Removal of permission for a pupil to bring a phone to school.
-  Behaviour sanctions in line with school procedures.
-  Disciplinary action for staff where appropriate.

Serious safeguarding concerns will be referred to the Designated Safeguarding Lead and, where necessary, external agencies.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Data Protection Policy
- Acceptable Use Agreements