



“Sun Hill Junior School is committed to fostering a safe and secure learning environment in which pupils and adults feel valued and respected and can flourish.”

## Mobile Phone Policy 2025-2026

<b>Name of School</b>	Sun Hill Junior School
<b>Date of Policy Issue/Review</b>	November 2025/ November 2026
<b>Name of Responsible Manager/Head teacher</b>	Sue Griffiths
<b>Chair of Trustees</b>	Michelle Andrews
<b>Date approved by Trust Board (if statutory)</b>	Non-statutory

### Introduction and Aims

At Sun Hill Junior School the welfare and wellbeing of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is accomplished through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

Please note: this policy refers to ALL mobile communication devices including iPads, smartphones, mobile phones, I-watches etc.

### Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, trustees, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- School's Safeguarding Policy
- Anti-Bullying Guidelines
- Positive ICT and E-Safety Policy
- The Perins MAT H&S policy

## **Glossary of terms:**

***ICT:** Information and Communication Technology*

***MAT:** Multi Academy Trust*

***LSA:** Learning Support Assistant*

***PICS:** Personal Internet and Cyber Safety*

***DfE:** Department for Education*

***DSL:** Designated Safeguarding Lead*

***DDSL:** Deputy Designated Safeguarding Lead*

***SLT:** Senior Leadership Team*

Our aim is that all users:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones (and other devices) within the setting, which is agreed to by all users.

## **Personal Mobiles - Staff**

- Staff and Volunteers are not permitted to make/receive calls/texts during contact time with children unless they have specific permission from the Head Teacher on an individual case basis.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, cupboard or handbag) during class time or contact time with children.
- Mobile phones/I-watches etc should not be used in any space where children are present unless agree by the Head Teacher (eg. Classroom or playground).
- Use of phones/i-watches (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room or empty classrooms.
- It is also advised that staff securely protect access to functions on their phone.

- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make a DSL, SLT member or Head Teacher aware of this so they can have their phone on in case of having to receive an emergency call.
- Exceptional Circumstances such as communication between teachers to facilitate online home learning with a colleague may require the use of a personal mobile phone. The Head Teacher or Deputy Head Teacher must give prior approval to this in all circumstances.
- Staff are not permitted, at any time to take photographs or record school images on their personal mobile phones, for example: photographing or recording children performing. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads or on a school mobile in possession of a member of SLT.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher or DSL/DDSL

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Where parents are accompanying school visits, they are informed not to make contact with other parents (via calls, text, email or social networking) during the visit or use their phone to take photographs of children.
- The school provides a “school” mobile phone which is used by staff for contacting parents when away from the school site.

### **Personal Mobiles – Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others if used inappropriately.

Older pupils may begin to walk to or from school on their own and for safety reasons, parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, pupils are allowed to bring a mobile phone or I-watch to school at the discretion of their parents/carers.

It is the responsibility of the pupil to ensure the phone/I-watch is given into their teacher at the beginning of the school day, to be kept by them or at the school office and collected again at the end of each day, the school cannot be held responsible if a phone is stolen or lost. It is not advisable for pupils to bring expensive mobile phones or watches into school. Parents/carers,

who wish for their child to bring a mobile phone/watch into school, are requested to ensure their child understands the school's Mobile Phone Protocol.

The protocol for use of mobile devices is as follows:

- Mobile phones/watches may be used on the way to school and on the way home from school but must be switched off upon arrival onto the school site and not switched back on again to make calls, send texts or access the internet until pupils leave the school premises at the end of the day.
- Pupils must turn their phones off and not just turned to silent. Phones must not be kept in the children's own possession – such as in coat pockets, bags, trays or lockers.
- Pupils are not permitted to use their mobile phones/I-watches at any point during the school day (8.40am -3.30pm) including making or receiving calls, sending text messages, accessing the internet, taking photos etc. In a genuine emergency, pupils can be contacted through the school office and the school office can make calls on their behalf.

Phones/I-watches brought into school without following the protocol, or the use of a phone/I-watch which is in breach of the protocol (e.g. not handing it into the teacher or school office) will result in the phone/watch being taken away by a member of staff and put into the school office for collection by the child's parents.

Other electrical equipment such as iPads, iPods, MP3 players, cameras and all types of smartwatches are not allowed in school. These will also be taken away by a member of staff to be collected by parents/carers if brought into school. Fitbits and devices used only for time keeping and health and have no communication or camera capability are not included in this list but pupils may be asked to remove them for certain lessons.

If parent/carers need to contact their son or daughter at any time during the school day, they should telephone the school office on: 01962 732801

## **7AS smartphone phone statement**

While it's completely understandable that many parents want a way to stay in touch with their children, especially as they become more independent, there are safer and simpler alternatives to a smartphone.

A wide range of basic phones, often called 'feature phones' or 'dumb phones,' are available for as little as £20 and still allow you to call or message your child when needed (some even have GPS trackers). See some alternative phones here:

<https://www.smartphonefreechildhood.org/alternatives>

Smartphone-related concerns for children include:

- They are highly addictive, affecting young, developing brains in ways similar to gambling.
- There is a strong link to poor mental health, including increased rates of anxiety, depression, and low self-esteem, particularly in adolescents.

- Children are at risk of being exposed to harmful or inappropriate content, including online bullying, grooming, pornography and violence.
- Reduced concentration and attention spans are becoming more common, impacting learning and development.
- Most worryingly, excessive screen time can disrupt healthy childhood development, reducing opportunities for imaginative play, physical activity and face-to-face social interaction.

Because of the recognised risks, we are joining the national call for a delay in giving children smartphones until they reach Year 9.

As a member of the 7AS schools group, we are committed to supporting the movement by promoting smartphone-free environments in our schools. However, we cannot do this alone.

This effort depends on parents standing together to create a new shared norm so that children no longer feel pressure from peers or social trends to own a smartphone before they are ready.

By working together across our communities and beyond, we believe we can help protect children's wellbeing and support their healthy development in a fast-changing digital world. If you would like more information about this issue, including practical advice and recommended phone alternatives, please speak to your child's school or explore the resources linked above.

We hope that this change will enable students to enjoy multiple benefits of being completely smartphone free and will also help to collectively support parents who are concerned about the potentially very negative impacts of smartphones on their children.

## **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Trustees and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

## **Parents/carers**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones whilst on the school site is *courteous* and *appropriate* to the school environment, including not using a mobile phone/ texting whilst in the school building or within the vicinity of pupils. We allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that following safeguarding guidance parents do not publish images (e.g. on social networking sites) that include any other child than their own children. If images of other children are seen on social media without permission you may be asked to remove it.**

## **Dissemination**

The mobile phone policy will be shared with staff, governors, trustees, peripatetic teachers, students and volunteers as part of their induction. It will also be available to parents/carers via the school office and on the school website.