



Use of Mobile Phones and Electronic Devices Policy

Last Reviewed: February 2026

Review Date: February 2027

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Introduction

1.1 The purpose of this guidance is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.

1.2 Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile phones provided for the purposes of work.

1.3 This policy applies to all individuals who have access to personal mobile phones on site. This includes (but is not limited to) staff, volunteers parents/carers, visitors, contractors, and governors, who should be made aware of the requirements of this guidance.

Principles

2.1 This guidance should be used in conjunction where necessary with the:

- Social Networking Protocol
- Guidance for Safer working practices for adults who work with children and young people
- Safeguarding policies
- School staff handbook
- Code of conduct
- Disciplinary policy
- Lone working policy
- Lock down policy

2.2 This guidance relates to all forms of communication, including but not limited to phone (and video) calls, text (or picture) messages, emails and instant messages. It applies equally to mobile phones and to other electronic devices such as tablets and “smart” devices which have the same functionality as mobile phones

2.3 The “use” of a mobile phone also includes accessing the internet for any purpose on a mobile phone as well as accessing social networking sites from your device.

2.4 If an employee chooses to bring their mobile phone to work they do so entirely at their own risk.

2.5 Where the Headteacher discusses mobile phone use with an employee, a record of the discussion should be kept.

2.6 Where an employee has any concerns regarding the use of mobile phones in school these should be reported to the Headteacher.

Use of mobile phones during the working day

3.1 Employees should have their phones on silent or switched off and out of sight. All mobile phones must be kept in a secure place (e.g. in a drawer, bag) during class time.

3.2 Use of phones (including receiving/ sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms. Employees using their phones during break times should be respectful of their colleagues. Staff must not use their mobile phones in the presence of pupils.

3.3 Any urgent contact should be made via the school's landline number so that a message can be relayed to the employee when they are available unless there is an emergency situation. In these circumstances, employees should make the headteacher and office aware so that there is no delay in receiving the messages. If appropriate, with prior discussion, the headteacher/manager may grant permission to accept personal calls during work time on their mobile phones, providing that these calls are taken away from the presence of pupils.

3.4 Staff are not at any time permitted to use recording equipment on their personal mobile phones, for example: to take recordings of children or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, iPad or school phones.

Business use

4.1 Any employees who have been provided with a mobile phone for business use must ensure the mobile used is solely for this reasons, unless express permission has been given that the phone can also be used for personal use.

4.2 Schools have the authority in place to ensure that such business mobile phones and associated phone bills are checked on a regular basis.

4.3 Personal mobile phones, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.

4.4 Employees are discouraged from setting up their work emails on their personal mobile devices (phones, tablets etc.) in order to preserve work life balance. If employees choose to set up their work emails in this way there should not be an expectation that these emails be read, responded to or acted on outside of working hours.

4.5 Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or a work mobile phone (or via Class Dojo) or a number will be provided as a point of contact.

4.6 In some circumstances Trade Union representatives may need to make calls during the school day, if this is the case, express permission should be sought from the Headteacher

4.7 In the event of “lockdown” within the school, mobile phones should be used only in accordance with the school’s Lockdown Procedure.

Security

5.1 All employees have a responsibility to ensure compliance with confidentiality rules/GDPR legislation. An employee using a mobile phone at work must ensure this responsibility is maintained.

5.2 Employees choosing to access work emails using their personal mobile phones should have the appropriate secure systems in place.

5.2 Employees should ensure that passwords on devices are not shared with others and should be updated/changed regularly to maintain security.

Text Messages

6.1 Text messages (or messaging through other social networking sites/apps) are not an appropriate formal means of communicating with colleagues within a school/workplace setting as they are:

- Not a formal means of communication
- Can be misinterpreted
- Inappropriate for the purposes of audit

6.2 Some examples of inappropriate texting are (this list is not exhaustive):

- Notifying a manager/Headteacher of sickness absence without attempting to call beforehand in line with agreed school procedures,
- Informing of changes to working arrangements

Social Networking

7.1 Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

7.2 Where a school social networking site exists this should be set up using appropriate privacy settings and only accessed by authorised users, Access and management of these sites should not be done on personal mobile phones or devices.

Safeguarding Employees

8.1 Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents.

8.2 Staff should never send to, or accept from colleagues, parents or pupils texts, images or links that could be considered inappropriate or which have the potential to offend.

Health and Safety Considerations

9.1 In circumstances where employees are lone-working in remote areas of the school, or out of hours, a mobile can be used if there is no land-line in the room.

9.2 Employees are reminded that using hand held mobile phones whilst driving is a criminal offence.

Mobile phones and pupils

10.1 School has a separate policy/procedure which specifically covers the use of mobile phones by pupils. At St. Mark's CE Primary School, the policy is that pupils are not permitted to have mobile phones on the school premises. If they do bring a mobile phone with them for the purposes of walking to and from school alone (in the case of older pupils), then this must be handed to the class teacher on arrival in school, and locked away securely until the end of the school day. Any phones being accessed by pupils during the school day will be handed to the headteacher, and confiscated until a parent/carer can collect the device,

10.2 Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.

10.3 If an employee receives material deemed to be inappropriate or offensive, the images/text messages should be retained as evidence and referred immediately to the Headteacher.

Signed
Headteacher

Signed
Co-Chair of Local Governing Board

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