

# Fioretti Trust

## Mobile phone policy

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<b>Last review:</b>	July 2023	
<b>Next review:</b>	July 2027	<b>Cycle:</b> Biennial

This policy supersedes all previous mobile phone policy.

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## 1. Introduction

- 1.1 Fioretti Trust is committed to providing an environment that is at all times conducive to learning. Accordingly, this environment should remain (as far as is practicable) free from disruption or distraction and should allow pupils to concentrate fully on their learning activities.
- 1.2 The unauthorised or inappropriate use of mobile phones\* will not be tolerated, nor will any suggestion of using such devices as an instrument of bullying or harassment directed against students and/or staff.

*\*Throughout this policy the use of 'mobile phone' should be taken to include all types of mobile phone, smartphone, iPhone and comparable electronic devices*

## 2. Purpose and scope

- 2.1 This policy is designed to inform all staff of expectations regarding the use of mobile phones during working hours. It is intended to offer guidance to staff with regard to what constitutes appropriate (and inappropriate) use of mobile phones within the workplace or elsewhere whilst carrying out duties of employment, and additionally covers the potential consequences of misuse in contravention of the policy.
- 2.2 This policy is also of relevance with regard to employees who are required to have access to a mobile phone owned by the school in order to carry out the duties of their post, including those employees required to undertake 'on-call' duties.
- 2.3 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. Key principles

- 3.1 Any mobile phones brought into school remain the responsibility of the individual owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones.
- 3.2 Mobile phones must not be used for private or personal use during lessons or in formal school time. They should be switched off (or set to silent) at all times.
- 3.3 Use of mobile phones by staff during working hours for social networking activity (other than in accordance with curriculum use) is strictly prohibited.
- 3.4 Staff members are not permitted to use their own mobile phones for contacting pupils or their families in a professional capacity (either on or off duty) other than in an emergency. In this contingency, staff should (wherever practicable) be issued with a school phone for this specific purpose.
- 3.5 If a mobile phone has required to be used in an emergency situation (as above) such contingency use should be reported (regardless of whether a personal mobile or a school mobile has been used) to a senior leader of school staff as soon as possible.

- 3.6 Staff should never give their personal mobile phone number to students or parents/carers, nor should they store students' / parents' / carers' telephone numbers on their personal mobile phone, as this facilitates the possibility of inappropriate contact from students and parents.
- 3.7 Staff should never send to (or accept from) colleagues any texts or images that could be perceived as inappropriate or offensive.
- 3.8 Hand held or hands-free mobile phone must not be used while driving on Trust business. The phone should be switched to off or to silent or calls diverted to messaging service. The Trust will not be liable for any sanction or fine levied on a worker as a consequence of non-compliance with this Policy. Any breach of this Policy will be dealt with in line with Trust disciplinary procedures'

## 4. Use of personal mobile phones during the working day

- 4.1 The DFE's non-statutory mobile phone guidance states that staff should not use their own mobile phones for personal reasons in front of pupils through the school day.
- 4.2 The use of mobile phones by employees for the purpose of making or receiving personal calls and/or texts, etc during the working day is discouraged for the following reasons:
- it does not set a professional and positive example to pupils and parents
  - it is disruptive and interrupts lessons
  - it is often discourteous to colleagues (e.g. during meetings)
  - it is a misuse of the school's time and has potential to impact adversely on the pupils' learning.
- 4.3 In certain circumstances, for example, staff who are carers may need to be given permission to make or receive such calls.
- 4.4 Any personal calls should routinely be directed to the school's landline number so that a message can be relayed to the member of staff when he or she is available, other than in the case of emergency where the message must be relayed to the employee immediately.
- 4.5 Mobile phones should be switched off (or set to silent) whilst on school premises, other than during an official break or at lunchtime. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils. Mobile phones can be used in office spaces (if not seen by the pupils) if used for work purposes only.
- 4.6 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.

## 5. Text, Whatsapp and other instant messaging

- 5.1 Text, Whatsapp and other instant messages are not an appropriate way of communicating with colleagues within a school or workplace setting as they are:
- not a formal means of communication
  - capable of misinterpretation
  - unsuitable for the purposes of audit
- 5.2 It is never appropriate to communicate by text, Whatsapp or other forms of instant messaging in instances of:
- notifying a line manager or headteacher of sickness absence (this should be done by direct personal telephone contact in accordance with procedures)

## 6. School mobile phones / work phones

- 6.1 Mobile phones are supplied to staff for work-related use only. Occasional and low-cost personal use will be tolerated only as and when related to work activity (for example, when working away from the school premises or outside of normal working hours in order to confirm safe arrival or notify delay etc.).
- 6.2 Staff members are responsible at all times for the security of any school mobile phone issued to their care. The PIN code on the school mobile phone must be used and the device should never be left unattended or (especially in vehicles) on display.
- 6.3 All staff must be aware of the importance of ensuring appropriate confidentiality and security when using mobile phones in public places.
- 6.4 Any loss or theft of a school mobile phone must be reported immediately as the school remains responsible for all call costs until the phone is officially reported lost or stolen.

## 7. Camera mobile phones

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.

## 8. Contravention of this policy

All Staff should be fully aware that failure to comply with this policy is likely to result in disciplinary action.

## 9. Pupils usage of mobile phones

- 9.1 The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.
- 9.2 Pupils are only permitted to bring a mobile phone to school if they have written permission to walk to/from school (independently from an adult). This is usually in Year 6, with some exceptions (with agreement with the Headteacher) for Year 5 pupils.

- 9.2. Pupils must switch OFF their mobile phone at the school gate. All mobile phones are handed to a member of staff (usually the office team) and cannot be collected until the end of the school day. Phones cannot be switched ON until they exit the school gate.
- 9.3. Any mobile phones brought into school remain the responsibility of the individual owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones.

## 10. Use of smartwatches by pupils

- 10.1 The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.
- 10.2 Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.
- 10.3 Pupils should switch OFF their smartwatch and hand to the designated member of staff and cannot collect it until the of the school day or at the point they leave the school.

## 11. Use of mobile phones by parents/carers, volunteers and visitors

- 11.1 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.
- 11.2 This means:
- Not taking pictures or recordings of pupils, unless it's 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
- 11.3 Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
- 11.4 Parents/carers or volunteers supervising school trips or residential visits must not:
- Use their phone to make contact with other parents/carers
  - Take photos or recordings of pupils, their work, or anything else that could identify a pupil
- 11.5 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 9 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.
- 11.6 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.

## 12. Loss, theft or damage

- 12.1 Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.
- 12.2 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 must 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.
- 12.3 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.

This school will make parents/carers aware of this disclaimer on the permission form for bringing a phone to school and in the home school agreement.

- 12.4 Lost phones should be returned to the school office. The school will then attempt to contact the owner.

## Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow [pupil name] to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

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

Parent/carer signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	