

# Mobile Phone Policy



**Name of Owner:** Kate Emptage

**Date:** September 2025

**Date of next review:** September 2026

**Requires approval** No  
**by Governing Body:**

This policy is shared and signed by all the staff at Southgate School and shared on the school's website for all parents and carers to view. If you have any questions in relation to this policy, please email [office@southgateschool.co.uk](mailto:office@southgateschool.co.uk)

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

**Overview:**

The safeguarding of pupils at Southgate School is paramount. Mobile phones (and other portable devices) are susceptible to misuse, and can be used to access and distribute indecent content. They can also be used for cyber bullying and the exploitation of vulnerable young people. In addition, they can cause disruptions and distractions therefore Southgate School discourages pupils from bringing mobile phones and portable media devices to school. In this policy, the term mobile phone is used to cover all portable devices.

**Pupils:**

In the rare event a mobile phone is required to be brought into school, pupils will hand the phone over to a member of class team staff as soon as they enter the school. The phone must be switched off and will be locked away in a cupboard until the end of the day. At the end of the school day, mobile phones will be handed to bus escorts or parents/carers and not handed to pupils to carry out themselves. If the phone is being used inappropriately (e.g. taking photos and videos), it may be removed from the pupil for an indefinite period. In some circumstances, the pupil(s) may be referred to the police.

Pupils are not allowed to have mobile phones on school trips or residential. If parents/ carers need to contact their children urgently, they should phone the school office and a message can be relayed promptly.

The leadership team and the Using Technology Co-ordinators are reviewing the opportunities for digital literacy across the whole curriculum. There may be times when a carefully planned and fully risk assessed activity allows pupils access to appropriate mobile devices to support independence with prior approval from SLT.

**Staff:**

- Staff are not permitted to make/ receive calls/ texts for personal reasons during contact time with children. Phones will be put on silent and kept locked away and out of sight.
- Staff will not use mobile phones for personal reasons in any spaces where pupils are present.
- Staff will not use mobile phones to support pupil activities ( for example as a timer, a torch, as a dice etc.)
- We advise staff to securely protect access to functions of their phone to ensure they are not in breach of GDPR.
- If a staff member wants to use their phone for tasks such as signing policies or sending emails this should not be done in the presence of pupils and all confidentiality must be ensured.
- Staff should not be contacted about work on their personal devices outside of work hours
- In an exceptional, one-off circumstance (e.g. an acutely sick relative or an unavoidable doctor's appointment), staff may keep their phone on them to receive emergency calls. In such cases, permission must be granted from a member of SLT. The phone should still be out of sight, kept securely and calls should not be answered in any spaces where pupils are present.
- The school office is able to receive calls and get a message to staff if necessary, for example if their child is ill at school.
- Staff are not permitted to take recordings or photos of pupils unless using school equipment.
- Personal mobiles are not to be used for work related purposes during contact time with pupils unless there is a specific agreement with SLT. The school has its own mobiles for such purposes. Where a school mobile is not available, a personal phone may be used but it must be kept out of sight, not used around the pupils (except in an emergency) and only used for work purposes (such as on a school trip).
- If a member of staff needs a phone regularly (e.g. working one to one off site or particular medical needs) then a school mobile should be made

available for them to use. The staff member is responsible for raising this need with a Provision Leader or SLT Link.

- Apple/Smart (or similar) watches may be worn but should not be used as a mobile device. Notification alerts should be turned off and they should not be used around pupils (text, call, email, record etc.).
- Staff may use their mobile devices in the staff room, offices or in classrooms before or after directed time at the start and end of the day or during their lunch break.
- No social media should be accessed during directed time.
- Staff should not post information relating to school on their personal social media. Any social media content about school should be through official school site, pages and accounts.

**Visitors, Volunteers, Governors and Contractors:**

- All visitors, volunteers, governors and contractors are expected to follow our mobile phone policy as it relates to all staff while they are on the premises.
- Such visitors will be informed of our expectations regarding mobile phones when deemed necessary.

**Parents/ Carers:**

- While we would prefer parents/carers not to use their phones while at Southgate School, we recognise the difficulties in regulating this. We therefore ask that their usage of mobile phones is courteous and appropriate to a school environment.
- Parents/carers are welcome to photograph or video school events. We insist that these images/videos are not shared (e.g. Facebook etc.) if they include any children who are not their own.