


**Princess Frederica CE**  
College Road, London, NW10 5TP  
Phone: 0208 969 7756



**VA Primary School**  
Head of School – Ms N Christopher  
Executive Head Teacher – Ms S Bouette  
Email: [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk)

## Mobile Phone Policy

Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	Summer 2024	
Date of Next Review	Summer 2026	
Agreed by Governors	15.05.24	
Additional Notes	This policy should be reviewed every 2 years or before if requested by the Governing Board or Headteacher.	

### Vision statement

**‘Belonging, learning and growth for life in all its fullness’**

### Mission Statement

At Princess Frederica we:

**Promote social, emotional, spiritual and educational growth in *all* our children**  
*(This is how we develop character)*

**Impart the gifts of self-confidence, determination and curiosity with a rich and creative curriculum** *(This is the way we educate)*

**Create a positive impact on our local and global community and environment**  
*(This is our footprint on the world and community)*

**Nurture friendship, kindness and respect** *(This is how we treat each other)*



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### 1. Introduction and aims

At Princess Frederica, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom



## **2. Roles and responsibilities**

### **2.1 Staff**

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **2.2 Governors**

Governors must approve any changes to this policy.

## **3. Use of mobile phones by staff**

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number (020 8969 7756) as a point of emergency contact.

### **3.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

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Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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.

### **3.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

See educational visits policy.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers, except in an emergency. Other contact must be made via the school office

### **3.5 Work phones**

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **3.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

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### **4. Use of mobile phones by pupils**

- Pupils are not permitted to have mobile phones at school or on trips.
- Under no circumstances, are children to bring a mobile phone to school.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the week that the phone is found in.
- The school will not be held responsible for the security of a mobile phone brought into school.

#### **4.1 Sanctions**

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation



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

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.

This means:

- Not taking pictures or recordings of pupils, unless it's 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

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.

Parents/carers or volunteers supervising school trips must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

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 4 above.

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 his/her personal mobile during the school day.

## **6. Loss, theft or damage**

Staff must secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips.

Confiscated phones will be stored in the school office in a locked cupboard.

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

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## **7. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## **Smartphone Free Childhood**

The school fully supports, and has joined, the parent-led movement Smartphone Free Childhood which is campaigning to protect millions of children from the dangers of using smartphones too young.

This organisation is determined to turn the groundswell of public support they've already received into real change for children and future generations. They'll do it by:

- Growing the national conversation about the harms of smartphones for children.
- Empowering parents and schools to create change at a local level.
- Putting pressure on government and tech companies to help us protect our children.

### *Dissemination*

*The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.*