Mobile Phone and Mobile Devices Policy

Written by	Reviewed and Ratified by Governors	Shared with Staff	Last Updated	Next Review due
Julia Parry/Victoria Joyce	October 2026	September 2026	September 2026	September 2027

1. Statement of Intent

1.1 At Shefford Lower School, we recognise that mobile phones, including smart phones and smart watches, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. The purpose of our policy is to inform staff and visitors the expectations of mobile phone use during working hours and while on our premises. These guidelines are for the safeguarding of pupils, staff and visitors.

1.2 Schools are legally responsible for their own data, and therefore have a duty to protect children, employees and visitors in relation to the use of mobile phones – including any provided to them for the purpose of work.

1.3 Shefford Lower School operates as a mobile phone-free environment by default, in line with KCSIE 2026. This means mobile phones and similar devices are prohibited throughout the school day, including during lessons, break times and lunchtimes.

1.4 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 and visitors
- Support the school's other policies – Safeguarding and Staff Conduct

1.5 The document "Keeping Children Safe in Education 2026 is adhered to by all staff

1.5 Where mobile phones are referenced within this policy, the term is used to include other devices such as iPads/tablets or wearable technology such as smart watches, Meta glasses

2. Legal framework

2.1 This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

DfE (2023) 'Keeping children safe in education 2026' Data Protection Act 2018
The UK General Data Protection Regulation (UK GDPR) Voyeurism (Offences) Act 2019

Protection of Children Act 1978 Sexual Offences Act 2003
The Data (Use and Access) Act 2025

2.2 This policy operates in conjunction with the following school policies: Online Safety Policy
Data Protection Policy
Child Protection and Safeguarding Policy Complaints Procedures Policy
Social Media Policy
Child-on-child Abuse Policy
Acceptable Use Agreement Policy
Staff Code of Conduct within the Staff Handbook Confidential Reporting / Whistleblowing Policy

2.3 Roles and responsibilities

The governing board will be responsible for:
The implementation of the policy and procedures. Evaluating the effectiveness of the policy and procedures.
Ensuring that the policy, as written, does not discriminate on any grounds. Reviewing the policy every year.

2.4 The headteacher will be responsible for:
Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy. The day-to-day implementation and management of the policy.
Communicating this policy to staff, volunteers, work experience students and all visitors.

2.5 Staff members will be responsible for:
Adhering to this policy and reporting any incidents where they have observed this policy not being adhered to.

2.6 The Designated Safeguarding Lead (DSL) will be responsible for:
Initiating and managing responses to incidents with relevant staff members and in line with the Child Protection and Safeguarding Policy.
Liaising with and reporting the relevant information to the Headteacher or LADO.
Working with the digital working party to ensure the information in this policy is up to date and in line with technological advances.

3. Use of Mobile Phones by staff during the Working Day

3.1 The use of mobile phones/smart watches by employees to make/receive personal calls and or/texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons.
- It is a nuisance/discourteous to colleagues (during meetings).
- It is a misuse of the school's time and has the potential to impact on children's learning.

- It is a distraction from the activities and workings within the school.

3.2 Mobile phones must be switched off and put away during the school day, in any area designated for teaching or public use, including corridors and the front office. In the case of emergencies, staff can be contacted during working hours via the school office. Urgent messages will be passed on immediately and non-urgent messages will be e-mailed to you.

3.3 During breaks and lunchtimes, phones can be used in the staff room and other areas which are designated for adults only. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobiles should not be used in front of pupils. Staff will be made aware of arrangements for Filtering and Monitoring.

3.4 Most mobile phones have built in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats. Employees should not take, or transmit images of pupils and colleagues on their personal mobile phone. Where it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment, and must be stored in compliance with the school's policy for data protection.

3.5 The above applies to providers of out of hours provisions, as well as staff employed during the school day by the school or other providers.

3.6 Smart watches or other similar devices with text alert, internet, camera or phone access. Must be switched to aero plane mode during the working day and not accessed during teaching and whilst interfacing with children.

3.7 Staff will sign a declaration at start of year for having mobile devices in school and will only use them in line with staff code of conduct

4. Business Use

4.1 There is a school mobile phone for use by staff on trips, attending Forest School or running the holiday club, and a further device for the Site Manager. Other staff who need a phone to do their day to day work will be provided with a phone.

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

4.3 School have the authority in place to ensure that mobile phones and associated phone bills are checked on a regular basis.

4.4 The head teacher in collaboration with a staff member may make an adjustment, only in highly exceptional circumstances. This will be shared with the Deputy Head Teacher or Chair of Governors for transparency.

5. Security

5.1 Employees accessing emails using either their personal or business mobile phones should have appropriate secure systems in place (password protection) to ensure, should their phone be lost or stolen, the data cannot be accessed. Employees should be requested to sign a declaration to ensure that their phone is password or pin protected.

FINAL

6. Two Factor Authentication

All staff will access CPoms using two factor authentication, using an app from their phones. Two Factor authentication is also used for school email accounts for all senior leaders and DSLs for security reasons. The requirements of staff not to have phones in spaces used by children stands and staff are required to use two factor authentication at the end of the school day or in one of the designated spaces not used by children mentioned above.

7. Text messages

7.1 Text or media platform messages 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 purposes of audit

7.2 Some examples of inappropriate texts are (this list is not exhaustive):

- Notifying the Headteacher and Line Manager of sickness or other absence. This should always be by direct personal telephone contact in accordance with the staff Handbook.
- Informing for a change to working arrangements.
- Sharing information about a colleague or pupil.

8. Social Networking

8.1 Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours unless they are in the staff room. Staff using social networking must be aware of Filtering and Monitoring arrangements.

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

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

8.4 If there is ever a requirement to call a parent from a mobile phone the staff members number should always be blocked.

9. Meta Smart Glasses and Wearable Recording Devices

9.1 For safeguarding, privacy and data protection purposes, Meta Smart Glasses, including Ray-Ban Meta glasses and any other wearable device capable of taking photographs, recording audio/video, accessing the internet or using artificial intelligence, must be treated as recording devices.

9.2 Parents, carers, staff, volunteers and visitors must not use, activate or wear recording-enabled smart glasses within the school premises or during school activities, trips or events where children are present, unless their use has been explicitly authorised in advance by the Headteacher or a member of the Senior Leadership Team for a clearly defined school-related purpose.

FINAL

9.3 Under no circumstances should smart glasses be used to photograph, film, audio-record, livestream, identify or otherwise capture information about pupils, staff or visitors without appropriate prior authorisation and consent. This restriction applies even where the device's recording indicator is not visible or where recording is activated inadvertently.

9.4 Smart glasses must not be used in toilets, changing areas or other areas where children or adults would have a reasonable expectation of privacy.

9.5 Any authorised use must comply with the school's safeguarding, data protection, photography and acceptable-use procedures, including requirements relating to the secure storage, access, use and deletion of any recorded material.

9.6 Where a member of staff, volunteer, parent or visitor is asked to stop using or remove smart glasses, they must comply immediately. Any concern about the use of smart glasses or another wearable recording device should be reported to the Designated Safeguarding Lead (DSL) or a member of the Senior Leadership Team.

10. Health and Safety Considerations

10.1 In circumstances where employees are lone working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no land line available near to where they are working.

10.2 Staff reminded that using hand held mobile phones whilst driving is a criminal offence.

11. Using personal mobiles for work purposes

11.1 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 – where the emergency services need to be called and it is not possible to access the school landlines or mobile phone, with express permission of the Headteacher, Deputy Headteacher or Assistant Headteacher.

11.2 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

~~11.3~~ All personal mobile devices (including mobile phones, tablets and smart watches) and other personal devices (such as laptops) that are used to access the school's online portal, systems or email accounts will be declared and approved by the headteacher in line with the Acceptable Use Policy.

11.4 Staff must be aware that when using personal devices to access school systems, the school's filtering and monitoring arrangements will apply, and their usage may be monitored in accordance with the school's Online Safety Policy and data protection obligations. Staff using their own devices will sign an agreement stating that they understand security arrangements and the role of the ICT technicians in checking security.

11.4 All devices will be secured by a password or biometric access control.

11.5 Passwords will be kept confidential and must not be shared with pupils, unauthorised members of staff or third parties.

FINAL

11.6 Devices will be configured so that they are automatically locked after being left idle for a set time. This will be no more than 10 minutes for mobile or other portable devices and 15 minutes for desktop computers or laptops.

11.7 All devices must be encrypted using a method approved by the DPO.

11.8 Members of staff will not contact pupils or parents using their personal devices.

11.9 Personal devices will only be used for off-site educational purposes when mutually agreed with the headteacher.

11.10 Inappropriate messages will not be sent to any member of the school community.

11.11 Permission will be sought from the owner of a device before any image or sound recordings are made on their personal device.

11.12 Consent will also be obtained from staff, pupils and other visitors if photographs or recordings are to be taken.

12 Sanctions

12.1 Staff that fail to adhere to this policy could face disciplinary action. See the school's staff disciplinary policy for more information.

12.2 If an employee receives material deemed to be inappropriate or offensive, from pupils, staff, parents or visitors to the school, the images/text messages should be retained as evidence and referred immediately to the Headteacher.

13 Use of mobile phones by pupils

13.1 Shefford Lower School operates as a mobile phone-free environment in line with KCSIE 2026. Pupils are not permitted to use mobile phones, smart watches or other mobile devices during the school day, including during lessons, breaktimes and lunchtimes. This prohibition includes any wearable technology capable of communication, internet access, photography or recording.

13.2 Mobile technology is not required for the children of Lower School age unless needed as a measure to support with a complex medical need such as diabetes tracking.

13.3. As a mobile phone-free school, pupils should not bring mobile phones or similar devices to school. In exceptional circumstances where a pupil does bring a device to school, it will be confiscated and kept securely in the School Office. Parents/carers will be contacted and asked to collect the device.

13.4 If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the senior leadership team will be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted. The parent or guardian will be contacted by a member of the leadership team to notify them of the seriousness of this action.

13.5 In the rare circumstances of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place (the school safe). Accurate records of any incident should be given to the Headteacher/Manager to be logged in accordance with the behaviour policy.

14 Use of mobile phones by visitors, volunteers, parents/carers

FINAL

14.1 Parents, visitors and volunteers (including governors and contractors) must adhere to the guidelines set out in the ***School Visitor Safeguarding Guide***. On signing in, all visitors will be asked to state, using Inventry that they have read this document. Visitors will be reminded of the appropriate use of smart watches along with the removal of mobile phones.

14.2 This means that mobile phones, handheld devices, smart watches etc must be out of use during the time in the school building. Under no circumstances should photographs been taken of children at school. Equipment that is photo enabled or recording devices should be declared and may be left with the school office.

14.3 Parents, visitors and volunteers will be informed of the rules for mobile phone and mobile device use when they sign in at reception or attend a public event at school.

14.4 If use of phones is integral to work on site permission must be granted from a member of the Senior Leadership Team. At the discretion of senior leaders, some DBS checked visitors and first responders will be allowed to keep phones with them in areas where there are no children. Their phones will remain in these designated areas for the duration of the visit.

14.5 Parents/carers will be informed if they are able to take photographs during events such as concerts and sports days. School are bound by the School's policy on GDPR; reference to storage, distribution and deletion of personal data including photos and videos.
At the start of events such as concerts, parents will be reminded of the requirements to only take photos or videos for personal use and not to upload them to social media platforms, in line with safeguarding procedures.

15 Monitoring and review

This policy is reviewed every year by the Headteacher/Deputy Headteacher and DSL and governors.
Any changes to this policy will be communicated to members of staff, parents and pupils by the headteacher.

FINAL