

Woodlands Secondary School	Mobile phones in school Policy	
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Date	Review Date	Author	Nominated Governors
September 2025	September 2027	Sandra Clarke	N/A
Website	Statutory Policy	Source	Ratification Date
Yes	No	The Key	September 2025

At Woodlands Secondary School we recognise that mobile phones, including smartphones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. This policy applies to mobile phones, smart watches or similar devices.

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 students, 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

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. Roles and responsibilities

3.1 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 students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phones while children are present/during contact time.

Use of personal mobile phones must be restricted to non-contact time (PPA, break and lunch times), and to areas of the school where students are not present (such as the staffroom, PPA room or café at lunch times or in offices).

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
- Exceptions outlined in 4.4

Department leaders, or a member of SLT, will decide on a case by case basis whether to allow for special arrangements, on a short term basis. Staff should notify and seek approval from their department leader.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact. **01582 572 880**

4.2 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).

Further information can be found in the following policies:

- Data protection policy
- Safeguarding and child protection policy
- Internet and email acceptable use policy
- Social media and internet acceptable use policy

School policies can be accessed on the school website:

<https://www.woodlands.luton.sch.uk/school-policies/>

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, 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 students.

Staff should refer to the Social Media and Internet Acceptable Use Policy

Staff must not use their mobile phones to take photographs or recordings of students, 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.

4.4 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 (when radios not available)
- Supervising off-site trips
- Supervising residential visits (no photos or videos to be taken on personal phones, staff will notify the lead if they need to make/ take a personal call)
- Staff accessing the 3CX app to communicate information about transport
- Staff making work related calls during home visits
- SLT/MLT/Family workers using 2 Factor Authentication on mobile devices to authorise access to CPOMS higher level on work computers – this is restricted to office use only.
- MLT using 2 Factor Authenticator for Go Henry
- The site team

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 students, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers (exception – safeguarding team who may use 3CX).

4.6 Sanctions

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

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

5 Use of mobile phones by students

Students should not usually bring a mobile phone to school.

Some students who have a mobile phone may bring them to school on days when they have community visits or trips. The phones should be clearly labelled with their names.

Please note there is no expectation for any student to have a mobile phone and there is no expectation for them to be brought to school.

On the allocated community access day, if parents decide that their child will be taking their phone into school will follow the procedure below:

- Teachers/ class staff will collect the phones in the morning when students arrive and store them in a safe place until the session.
- Students will have access to their phones for the community session and will be responsible for looking after it for the whole of the session including the journey to and from the venue.
- Phones will be returned to students at the end of that school day.

Students should not use their mobile phones during the school day, including during lessons, in the time between lessons, at break times and at lunchtimes.

The school accepts no responsibility for the loss, theft or damage to students' mobile phones.

5.1 Use of smartwatches by students

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.

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.

Students should not wear smart watches to school.

5.2 Exceptions for special circumstances

There may be exceptional circumstances where some students may benefit from having different access to their mobile phones during the day or at specific times e.g. when using the mobile to support them as a communication device.

If parents wish to make this special request, they are requested to send a letter/email to the school for the attention of the Headteacher and the request will be considered.

5.3 Sanctions

If students do not follow the rules about use of mobile phones in school, teachers may confiscate the mobile phones and parents will be requested to collect the phone from the school. The student will not be permitted to bring their phone back to school for an agreed number of sessions, this will be communicated to both students and parents.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and may 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

6. 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 students, unless it is 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 students

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 or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, 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 students using their phones, as set out in section 5 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

Students bringing phones to school must ensure that phones are appropriately labelled and handed in to teachers when they arrive.

Students must secure their 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.

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 students are travelling to and from school.

Confiscated phones will be stored in the department leaders' office in a secure location. Parents will be contacted and requested to collect the phone from the school

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

7. Monitoring and review

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

- Feedback from parents/carers and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher, in a timely manner

Appendix 1

Information slips for visitors

Print out copies of this slip to give to visitors when they arrive at school.

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to the school café.
- Do not take photos or recordings of students or staff
- Do not use your phone in lessons, or when working with students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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