

**Staff Use of Mobile Phone policy**

**Nominated Member of Leadership Staff Responsible for the policy:**

**Headteacher**

**Nominated Member of Governing Body Responsible for the policy:**  
**Finance, Leadership and Management**

**Date written:**

**March 2026**

**Date agreed and ratified by Governing Body :**

**March 2026**

**Date of next review:**

**March 2027**

**This policy will be reviewed every year,  
and following any concerns and / or  
updates to National and Local guidance or procedures**

## Staff use of Mobile Phones Policy

At Porter Croft we recognise that mobile phones and similar devices, including smartphones, 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 safe and responsible phone use
- > Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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.

This policy outlines the appropriate use of mobile phones by staff in order to safeguard pupils, maintain professionalism, and minimise disruption to teaching and learning

### General Principles

Staff are expected to:

- Use mobile phones responsibly and professionally.
- Ensure that phone use does not interfere with their duties.
- Follow safeguarding and data protection procedures when using mobile devices.

### Use of Personal Mobile Phones

- Personal mobile phones should be switched to silent or vibrate during teaching time.
- Staff should not use personal phones in the presence of pupils, **except in emergencies**.
- Personal calls and messages should be made during break times or in staff areas only.

### Photography and Recording

To protect safeguarding and privacy:

- Staff must not use personal mobile phones to take photos or videos of pupils.
- All photographs or recordings for school purposes must be taken using school-approved devices. Images of pupils must be stored securely in line with data protection policies.

### Use During Lessons

Staff should not:

- Use phones while supervising pupils
- Send personal messages during lessons
- Browse the internet for non-work purposes during teaching time

Phones may only be used during lessons if:

- It is necessary for educational purposes, or
- It is required in an emergency.

### Communication with Parents

#### Staff should:

- **Communicate with parents** through official school channels.
- **Avoid using personal mobile numbers unless authorised by the school.**
- **Use school phones, email systems, or approved communication platforms**

### School Trips and Off-Site Activities

#### During school trips:

- **Staff may carry mobile phones** for emergency communication.
- **Personal use should be limited to** breaks or when pupils are not under direct supervision

### Safeguarding

#### Staff must ensure that:

- **No inappropriate images, videos, or messages involving pupils are taken or shared.**
- **Mobile phone use does not compromise** pupil supervision or safety.
- **Any concerns regarding misuse of mobile phones must be reported to the** Designated Safeguarding Lead (DSL).

### Breaches of Policy

#### Failure to follow this policy may lead to:

- **Informal discussion with a line manager**
- **Formal disciplinary procedures if misuse involves safeguarding concerns**

### Policy Review

**This policy will be** reviewed annually by the school leadership team