

PUDSEY BOLTON ROYD
PRIMARY SCHOOL



'We enjoy. We achieve.'
Care Growth Teamwork

Mobile Phone Policy

Date of ratification: **September 2025**

Date of review: **September 2027**

Responsible Person: **Headteacher**

1. Introduction and Purpose

This policy outlines the acceptable use of mobile phones by pupils at Pudsey Bolton Royd Primary School. It aims to:

- Ensure a safe, respectful, and focused learning environment, in line with our school values of Care, Growth, and Teamwork.
- Promote responsible digital citizenship among pupils.
- Minimise disruption to teaching and learning.
- Safeguard pupils from potential risks associated with mobile phone use, including cyberbullying, inappropriate content, and privacy concerns.
- Align with the school's commitment to personal development and well-being.
- Reflect the school's diverse community and foster tolerance and respect for all.

2. Legal and Regulatory Framework

This policy is compliant with:

- The Education Act 2002 (section 175) and Keeping Children Safe in Education statutory guidance, which emphasises the school's duty to safeguard and promote the welfare of pupils.
- The Children Act 2004.
- The Equality Act 2010, ensuring that the policy is applied fairly and without discrimination.
- General Data Protection Regulation (GDPR) and the Data Protection Act 2018, regarding the collection, storage, and use of personal data.
- Relevant guidance from the Department for Education (DfE) on the use of technology in schools.
- The school's own safeguarding and child protection policies.

3. Scope of the Policy

This policy applies to all pupils attending Pudsey Bolton Royd Primary School, including during:

- School hours (including break times and lunchtimes).
- School trips and visits.
- Extra-curricular activities organised by the school.
- Any other event where pupils are under the school's supervision.

4. Definitions

- **Mobile Phone:** Any portable electronic device capable of making calls, sending messages, accessing the internet, taking photos/videos, and/or storing data. This includes smartphones, smartwatches with communication capabilities, and similar devices.
- **Acceptable Use:** Using a mobile phone in a way that is responsible, respectful, and in accordance with this policy and the school's code of conduct.

- **Inappropriate Use:** Using a mobile phone in a way that is disruptive, disrespectful, harmful, or violates this policy or the school's code of conduct.

5. Policy Statement

General Rule: As a general rule, pupils are **not permitted** to use mobile phones during the school day.

Rationale: This is to minimise distractions, promote social interaction, and ensure a safe and focused learning environment.

Exceptions:

- **Medical Reasons:** Pupils who require a mobile phone for medical reasons (e.g., to monitor blood sugar levels, communicate with parents about medical conditions) must inform the school and provide supporting documentation from a medical professional. A specific plan will be developed in consultation with the pupil, parents, and relevant staff.
- **Exceptional Circumstances:** In exceptional circumstances (e.g., family emergency), pupils may be granted permission by the Headteacher or designated staff member to use their mobile phone.
- **Educational Purposes:** Teachers may, at their discretion, permit the use of mobile phones for specific educational activities under direct supervision.

Storage:

- All mobile phones must be switched off and stored securely out of sight during the school day.
- Classroom filing cabinets or Teacher's cupboards will be used to securely store phones during the school day.
- The school is not responsible for the loss, theft, or damage of mobile phones brought onto school premises.

6. Roles and Responsibilities

- **Pupils:**
 - Adhere to this policy at all times.
 - Switch off and store mobile phones as required.
 - Use mobile phones responsibly and respectfully when permitted.
 - Report any instances of cyberbullying or inappropriate use to a member of staff.
- **Parents/Carers**
 - Support the school in implementing this policy.
 - Ensure that their child understands the policy and the consequences of non-compliance.
 - Contact the school through appropriate channels (e.g., school office) rather than directly contacting their child during the school day.
 - Inform the school if their child requires a mobile phone for medical reasons.

- **Staff:**
 - Enforce this policy consistently and fairly.
 - Educate pupils about responsible mobile phone use and online safety.
 - Monitor pupil behaviour and address any violations of this policy.
 - Report any concerns about safeguarding or child protection to the designated safeguarding lead.
 - Model responsible mobile phone use.
- **Headteacher:**
 - Overall responsibility for the implementation and review of this policy.
 - Ensure that staff are trained and supported in implementing this policy.
 - Address any serious breaches of this policy.
- **Governing Body:**
 - Oversee the implementation and effectiveness of this policy.
 - Ensure that the school has adequate resources to support the policy.

7. Implementation Strategies

- **Education:**
 - Incorporate lessons on responsible mobile phone use, online safety, and cyberbullying into the curriculum (e.g., PSHE, Computing).
 - Provide regular assemblies and workshops on these topics.
- **Communication:**
 - Publish this policy on the school website.
 - Communicate the policy to parents/carers through letters, emails, and parent evenings.
 - Discuss the policy with pupils in age-appropriate language.
- **Enforcement:**
 - Consistently and fairly enforce the policy.
 - Address any violations of the policy promptly and appropriately.
 - Maintain a record of any incidents involving mobile phone misuse.

8. Consequences of Non-Compliance

Any violation of this policy will be dealt with in accordance with the school's behaviour policy. Consequences may include:

- **First Offence:** Verbal warning and confiscation of the mobile phone until the end of the school day. The phone will be returned to the pupil at the end of the day, or to a parent/carer if deemed necessary.
- **Second Offence:** Written warning, confiscation of the mobile phone, and notification of parents/carers. The phone will be returned only to a parent/carer.

- **Serious Offences:** In cases of serious offences (e.g., cyberbullying, sharing inappropriate content), the school may involve the police and/or social services.

9. Monitoring and Review

This policy will be reviewed bi-annually by the Headteacher and the Governing Body, or more frequently if necessary. The review will consider:

- The effectiveness of the policy in achieving its objectives.
- Any changes in legislation or guidance.
- Feedback from pupils, parents, and staff.
- Any incidents involving mobile phone misuse.

10. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- Acceptable Use Policy (ICT)
- Data Protection Policy
- E-Safety Policy