



# JARROW SCHOOL



Excellence in  
Education

**Policy Title: Mobile Phone Policy**

**Leader: Paul Atkinson**

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### 1. Introduction and aims

At Jarrow School 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 and staff
- Support the school's other policies, especially those related to safeguarding 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
- Appropriate use of technology in the classroom

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

### 2. Relevant guidance

This policy meets the requirements of the Department for Education's [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 consistently 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 year, reviewing it, and holding staff and pupils accountable for its implementation.

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

#### **3.2 Governors**

The Governing Board will review this policy annually.

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

#### **4.1 Personal mobile phones**

Staff are not permitted to use their mobile phone, for personal reasons, in front of pupils throughout the school day. 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 personal reasons. For example:

- 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 this on a case-by-case basis.

#### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Please refer to the Staff Acceptable Use Policy

#### **4.3 Safeguarding**

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

Staff must not use their personal 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.

#### **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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips/school games events
- Supervising residential visits
- Timing of events and getting split times in PE

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. If necessary, numbers must not be identifiable.

#### **4.5 Sanctions**

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

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

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes and on the way out of school at the end of the day.

Pupils will be allowed to keep their mobile phones with them, on the condition they are never used, seen or heard on the school premises.

The following procedures will apply:

- All mobile phones to be turned off (not put on silent or vibrate) and put into a bag **before** entering the school building at 8.40am. Phones should remain in bags throughout the school day including break time and lunchtime. Phones are not to be taken out of bags until the student leaves the school building at the end of the day.
- If a pupil does not have a bag, their phone will be confiscated to be returned at the end of the school day.
- If a phone is seen or heard during the school day in any area of the school premises, it will be confiscated and a consequence will be issued.
- If a pupil hands the phone over as soon as they are asked, their phone will be confiscated to be returned at the end of the day and they will receive a C1 detention.
- If they refuse to hand it over immediately, walkabout will be called to deal with the matter. If they then give it to the member of staff on walkabout, it will be confiscated to be returned at the end of the day and they will receive a C2 detention.
- If they refuse to give the phone to the member of staff on walkabout, they will be taken to the Behaviour Support Centre (BSC) and remain there until 3.35pm.
- Parents may be contacted and asked to collect the mobile phone, for repeat offenders.
- Walkabout will have a scanner to check that pupils do not have a mobile phone on their person before they go into the toilets. If a pupil needs to take a bag into the toilet with them, they will be asked to take their phone out of their bag and leave it with walkabout while they use the toilet.
- If we receive contact from a parent to say their child has contacted them via their mobile phone, Heads of Year/SLT/walkabout will confiscate the phone and the pupil will be issued with a consequence in line with the above.
- If a parent needs to contact their child during the school day, this should be done via reception or the school email [info@jarrowschool.com](mailto:info@jarrowschool.com) . Similarly, if a pupil needs to contact a parent urgently during the school day, this should be done by speaking to a Head of Year or via reception.
- If a student is on a visit or trip, staff leading the trip will follow the same procedures listed above however there may be occasions where it is necessary for students to use their mobile phone and staff will make students aware of this as appropriate.

### **5.1 Use of smartwatches, airpods or similar style headphones and any other smart devices by pupils**

Pupils should not use any smart device during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes and on the way out of school at the end of the day.

Pupils will be allowed to keep their smart devices with them, on the condition they are never used, seen or heard on the school premises.

The procedures mentioned above regarding the use of mobile phones will be the same procedures used for smart devices.

## **5.2 Exceptions for special circumstances**

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances or specific medical conditions. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Mrs Lawson, Organisational Behaviour and Pastoral Leader.

## **6. 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, pupils and staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education and the Local Authority