First Tower

Mobile Phone Policy

September 2025

Date:	September 2025
To be reviewed:	July 2026
Reviewed:	

1. Introduction and aims

At First Tower Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, parents/carers and staff, as well as the wider school community.

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 children, staff, parents 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

2. Roles and responsibilities

2.1 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 online safety lead, supported by all staff, is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and children accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Mobile phones must not be on show during contact times. **excludes use of mobile phone for medical reasons e.g. monitoring blood sugar. Individual staff should inform SLT if this applies to them.*

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room). There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance, in emergency situations in school, to allow for the completion of the additional security verification of websites and cloud-based sites such or during school trips. (See Section 3.4 below) Occasionally, staff may be waiting for an important message for example from health professionals or from family members. In this case school staff should use the school office number 01534721066, as a point of contact and not their own personal mobiles.

Smart Watches

Pupils are not permitted to wear Smart watches to school.

Adults with Smart watches should have them on silent. They can have them on vibrate if that function exists but should not be engaging with them during child contact time in the same way that they would not interact with their phone.

3.2 Data protection

Many staff use their mobile phones to access information to support them with their main professional duties. This includes work emails. All staff must keep this information secure by for example, password protection. All staff must follow General Data Protection Regulations.

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or children, 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 children. We recognise that some staff may be 'friends' with members of our school community before starting to work at First Tower Primary School or have become 'friends' as they live in the same community. If this is the case, staff must ensure that they continue to support the aims and values of the school and that all school information is treated with the upmost confidentiality. Staff should follow the School's Social Media Policy at all times. Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. The image or recording should then be transferred to the school's system at the earliest convenience and deleted from the school equipment. No image or recording should be kept on school equipment indefinitely.

3.4 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 are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Scanning QR codes
- Creating labels

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 children, their work, or anything else which could identify a child (as aforementioned in 3.3)
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or via a school mobile phone e.g. when there is a residential operating out of office hours

Staff should ensure that the school has their most up to date contact details.

3.5 Work phones

Some members of staff may be provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation by a member of the senior leadership team.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our safeguarding and child protection policy.

3.6 Sanctions

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

4. Use of mobile phones by pupils

From the start of the academic year 2025/ 2026, Government of Jersey Schools and Colleges will not allow phone use at any time during the school day, including break and lunch times for all students up to the end of Key Stage 4. Devices accessing the internet on the school network have safe access via safeguarding software. This means that learning supported by online resources will not be impacted.

We strongly discourage pupils from bringing phones to school, as there is a risk of phones being lost, damaged or used inappropriately. Parents can always get a message to pupils by calling the school office. We do understand that for some pupils, a phone is required and if this applies to your child please see below:

Only pupils from Year 4 upwards are allowed to bring their mobile phone to school and only once permission has been given by the Head teacher or delegate. *excludes use of mobile phone for medical reasons e.g. monitoring blood sugar.

- Phones must be always turned off on school premises (including on the playground before and after school).

- Pupils must hand their phone to the school office when they arrive at school. Their phone will be kept in the school office until the end of the school day. Pupils' phones should be clearly marked with their name.

- 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 their personal mobile during the school day.

- **The school accepts no responsibility for loss or damage to mobile phones. In line with Government of Jersey guidelines, we strongly recommend pupils do not bring high value smart phones to school.**

- Whether at home or at school, please remember that mobile phones provide easy access to the Internet, which is full of fantastic opportunities, but can also be a very risky place. It is important that we all work together to keep children safe. We strongly recommend that you enable parental controls on your child's phone and talk to your child about how to stay safe online.

- Mobile phones brought to school without permission will be kept by the school office and the class teacher will contact the parents to let them know that their child has brought their phone into school without authorisation.

- Pupils are not permitted to have mobile phones during any trips, including any residential trips.

5. Use of mobile phones by parents/carers, volunteers and visitors (including contractors on site)

Parents/carers, visitors and volunteers (including contractors) must adhere to this policy if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of children, unless it's a public event (such as a school fair), or 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 children

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 contact other parents/carers
- Take photos or recordings of children, their work, or anything else which could identify a child

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4 above.

6. Loss, theft or damage

All children who bring their phones to school must ensure that phones are handed in to the school office when entering the building. Children must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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 children are travelling to and from school.

- Disclaimers will be in permission forms for bringing a phone to school
- A copy of this policy will be made available on the school's website. Paper copies are available on request from the front office.

7. Monitoring and review

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

- Feedback from parents and children
- Feedback from teachers
- Records of behaviour and safeguarding incidents

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

8. Links with other policies

This policy is linked to our:

- Positive Relationship Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy and Privacy Notices
- Online Safety Policy
- Social Media Policy
- Staff Code of Conduct