Mobile Phone Protocols

September 2026

Introduction

The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.

The protocol also outlines the guidance for student mobile phones.

Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile phones provided for the purposes of work.

Principles

This protocol applies to all school managed employees and centrally employed teachers. This protocol should be used in conjunction where necessary with the:

- Guidance for Safer working practices for adults who work with children and young people
- Staff handbook
- Disciplinary Policy / code of conduct
- Lone working policy

Where the principal discusses mobile phone use with an employee, a record of the discussion should be kept.

Staff use of mobile phones during the working day

The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils; it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (eg during meetings)

- It is a misuse of the school/authority's time and has the potential to impact on children's learning.

In some circumstances, agreed with the principal, staff may need to be given express permission to make or receive such calls. Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff when the member of staff is available, unless there is an emergency situation, when the message must be relayed to the employee immediately.

Mobile phones should be switched to silent for those teaching in classrooms. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils. Mobile phones should only be used in the staff room when children are on site.

Employees should not take or transmit images of pupils and colleagues on their personal mobile phone.

Security

Employees accessing emails using their personal phones should have the appropriate secure systems in place to ensure that should their phone be lost or stolen the data cannot be accessed.

Social Networking

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

Employees should not provide parents or pupils with their personal mobile phone number. Employees should refer to the CLF protocol for the use of texting/phoning parents where one exists.

Health and safety considerations

In circumstances where employees are lone working in remote areas of the school, or out of hours, a mobile can be used if there is no landline in the room. Employees are reminded that using handheld mobile phones whilst driving is a criminal offence. A mobile phone can be used in a real lockdown or fire.

Mobile phones and pupils

Mobile phones should not be used in the presence of pupils unless it is an emergency such as lock down, fire or on a school trip.

Use of the camera on a phone

IPads should be used to take pictures of children, not personal mobile devices. If, in the case of an incident that requires recording, a mobile is used, then the picture must be deleted after uploading. This should be done in the presence of another adult.

Mobile Phones and Smart Devices (Children)

At **Evergreen Primary Academy**, we recognise that some children may need to bring a mobile phone or smart device to school for safety reasons, particularly when travelling to and from school independently. However, mobile phones are not required for learning and their use during the school day is strictly prohibited.

Protocols for Children Bringing Mobile Phones to School

- Children who bring a mobile phone or smart device to school do so at their parent/carer's discretion and risk.
- Mobile phones must be switched off (not on silent mode) before entering the school site.
- Upon arrival, children must hand their phone to the school office, where it will be securely stored during the school day.
- Phones will be returned to children at the end of the school day before they leave the premises.
- Children must not access or use their mobile phone at any time during the school day, including breaktimes, lunchtimes, clubs, educational visits, or while on the school site.
- Smart watches with communication, internet, photography or recording capabilities must be treated in the same way as mobile phones and handed into the office.
- Evergreen Primary Academy accepts no responsibility for loss, theft or damage to mobile phones or smart devices brought onto the school site.

Unauthorised Use

- Any child found using a mobile phone or smart device without permission during the school day will have the device confiscated and stored securely by the school.
- Parents/carers may be required to collect the device from school.
- Where there are concerns regarding inappropriate use, including photography, recording, social media activity, bullying, or safeguarding issues, the school will investigate in line with its Relationship, Safeguarding and Online Safety policies.
- Serious breaches may result in further sanctions and, where necessary, involvement of external agencies.

Communication with Parents

Should parents/carers need to contact their child during the school day, they should do so through the school office. Likewise, pupils who need to contact home will be supported to do so through school staff.

This protocol is designed to safeguard all pupils, minimise distractions to learning, and promote a safe and positive school environment.