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POLICY CHECKLIST

Mobile phone policy checklist

Use this checklist to help you write your school’s mobile phone policy.   
We’ve included some guidance to help you develop your school’s approach.

Please note: throughout, reference to ‘mobile phones’ includes similar devices.

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| What to include | | tips |
| ☐ | Why you have this policy | It can be helpful to explain to pupils, staff and parents/carers why you have a policy on mobile phones.  Think about:   * Behaviour incidents related to mobile phone use * Parents/carers’ expectations around their children having access to mobiles * How you want staff, and others, to model appropriate phone use * Safeguarding * Data protection |
| ☐ | Roles and responsibilities | Explain who is responsible for implementing and monitoring your policy. If governors are involved, explain how. |
| ☐ | Mobile phone use by staff | Set out how you expect staff to not use personal mobile phones around pupils. The DfE’s non-statutory [mobile phone guidance](https://www.gov.uk/government/publications/mobile-phones-in-schools) says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day (see page 8).  Explain that staff shouldn’t use their phones to take photos or recordings of pupils, their work, or anything else that could identify them.  When developing your policy, consider:   * The age and ability of your pupils * How you want staff to model appropriate phone use * Safeguarding and data protection considerations. For instance, that staff must not share their personal contact details with parents/carers or pupils, or enter personal data into generative AI chatbots such as ChatGPT * Situations in which staff having access to a mobile phone may be necessary or appropriate. For instance, if:   + They care for vulnerable dependents (such as very young babies or elderly/infirm relatives)   + Their job requires extensive lone working (such as a site manager)   + They’re required to use certain apps or programmes   + They’re supervising trips or residential visits * Sanctions for misuse of mobile phones (linked to the staff code of conduct and your staff disciplinary policy)   If a member of staff’s role requires use of a phone, try to provide one (rather than have staff use their personal mobiles). If this isn’t possible, set clear guidelines in your policy for how phones can be used in these situations.  If you provide mobile phones to staff for their job, set out the expectations for how these will be used. |
| ☐ | Use of mobile phones by pupils | The DfE’s mobile phone guidance suggests that pupils should not use mobile phones throughout the school day. It’s up to you to decide on the approach that works best for your school.  When developing your policy, consider:   * The age and maturity of your pupils * Parents’/carers’ expectations. For instance, do they want their children to have a phone as they travel to and from school? * Are there certain groups of pupils (such as young carers) that may need access to a mobile phone? * Any trends in behaviour incidents or safeguarding information that may increase the risk of allowing phones in school * If you allow pupils to bring phones to school:   + Where do you expect pupils to store them? * How will you enforce your policy?   Make a clear link between your mobile phone policy and your behaviour policies, and set clear sanctions for not adhering to the policy. |
| ☐ | Use of mobile phones by parents/carers, volunteers, and visitors | Explain whether parents/carers, volunteers and visitors are allowed to use their phones on the school site.  Volunteers working with pupils are usually required to abide by the rules set for staff.  Consider specific situations such as:   * Parents/carers supervising school trips * Contractors working on the school site |
| ☐ | Loss, theft or damage | Make it clear that the school does not take responsibility for phones that are lost, stolen or damaged.  Explain how you make the disclaimer clear to everyone (for instance, by posting it in the school office and/or including it in your code of conduct).  Include advice on keeping phones secure.  Explain how people can turn in lost phones. |
| ☐ | Monitoring and review | Explain how often the policy will be reviewed, and how its impact will be monitored.  For instance, through:   * Regular parent/carer and pupil feedback * Feedback from staff * Reviewing records of behaviour incidents |
| ☐ | Code of conduct / acceptable use agreement for pupils | If you allow pupils to bring mobile phones to school in exceptional circumstances, and/or to use them, include a detailed code of conduct or acceptable use agreement.  Your code of conduct must reflect what your policy states about pupils’ use of mobile phones. |