Cyfarthfa High School

POLICIES AND PROCEDURES

Mobile Phone Policy

POLICY DATE

September 2026

SCHEDULED REVIEW

September 2027

Policy Lead

Lee-Anne McCarthy | Lead Practitioner Safeguarding and Wellbeing

Approval date 08.10.26

Approval

Role	Name and signature	Date
Chair of Governors	D. Williams	08.10.26
Headteacher	B. Davies	08.10.26
Designated SLT member	L. McCarthy	08.10.26

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1. Introduction and aims

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

Whilst recognising the role that digital technology plays in our culture, we feel that in relation to personal safety a ban is the best course of action. The priority of the school is to safeguard children from cyber bullying, inappropriate use of the internet and misuse of social media. We have monitored the use of phones in classroom settings this year and unfortunately many of our young people find it impossible to ignore the distraction of mobile phone use.

As we are requesting that no phones be brought into school, the school accepts no responsibility for any loss, damage or costs incurred.

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 students , staff, parents/carers 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

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 Headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and students accountable for its implementation.

2.2 Governors

Governors will review the policy every two years

3. Use of mobile phones by staff

Preidentified staff and the caretaking team are able to use mobile phones as part of their day to day work

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 students are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students 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 instance:

- 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 on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01685 725222 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

See GDPR Policy and ICT policy

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or students , including ClassCharts, connecting through social media and messaging apps.

Staff must avoid publicising their telephone contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- When using their mobile phones to contact parents staff must ensure that their mobile phone number is not visible to the receiving phone.

3.5 Work phones

Some members of staff are 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.

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 staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones iPod / ear pods/ tablet device by students

Mobile telephones ear pods / iPod / tablet device are not allowed to be used on school site during the school day this includes before school, break and lunchtimes.

We would advise students not to bring these items to school in view of their high value; however, if students choose to bring them they must take full responsibility for their property. The same technology must be switched off and remain out of sight for the duration of the school day.

Students placed into Ready to Learn (inclusion) will provide their phone to the supervising staff during check-in. This will remain with those staff for the duration of their time in Ready to Learn. This will not be treated as a confiscation but as part of the Ready to Learn working processes.

4.1 Sanctions

If a student is caught using a phone or the phone goes off then it must be confiscated and placed in the school safe. If this is during a lesson then on call can be called to collect the phone and take it to the safe located in the school reception.

First offence.

- Negative behaviour point on Class Charts.
- The phone can be collected at the end of the school day by the pupil from reception. NB No students leave lessons early to collect phones. Bus pupils collect first.

Second offence in a half term

- Negative behaviour points on Class Charts.
- The phone to be collected by parents/carers from reception between 3:15pm-3:45pm

Any subsequent offence

- After school detention.
- Negative behaviour points on Class Charts.
- Parents come in to collect the phone
- Head of Year to meet parents to discuss next steps.

The sanction process renews every term allowing for a fresh start for students.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies in line with safeguarding requirements and procedures.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones by parents/carers, volunteers and visitors

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

This means:

- Not taking pictures or recordings of students , 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 students

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 make contact with other parents/carers
- Take photos or recordings of students , their work, or anything else which could identify a pupil

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

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 his/her personal mobile during the school day.

6. Loss, theft or damage

Students bringing phones to school must ensure that phones are stored securely and knocked off .

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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 students are travelling to and from school.

Confiscated phones will be stored in the school's main reception in a secure safe.

Lost phones should be returned to reception. The school will then attempt to contact the owner.

7. Monitoring and review

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

- Feedback from parents/carers and students
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Information for visitors

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to reception
- Do not take photos or recordings of students (unless it is your own child),
- Do not use your phone in lessons, or when working with students

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.