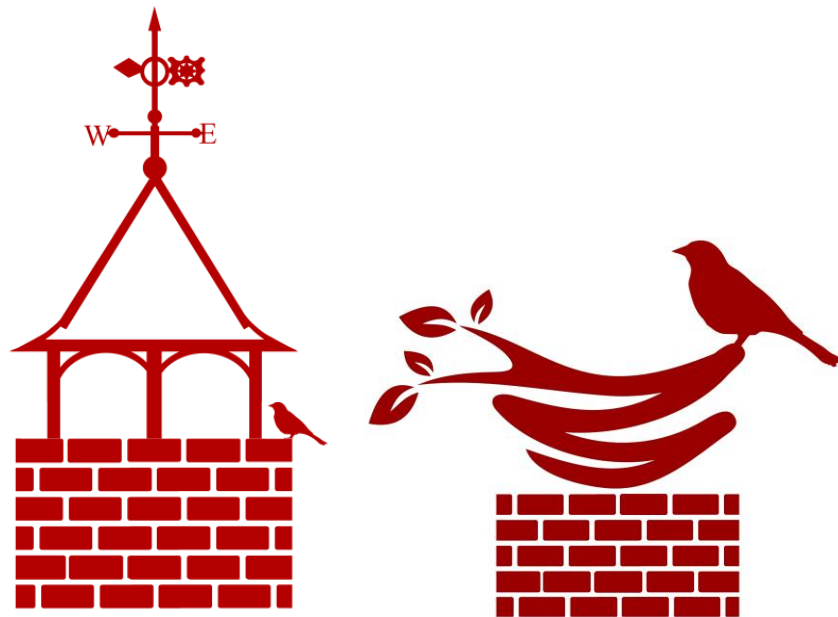


Juniper Hill School

Mobile Phone Policy



Kindness Enjoyment Achievement

Reviewed September 2026

Next review September 2027

Juniper Hill School recognises that mobile devices, including smart phones and smart technology, are used by pupils, parents and staff and the wider school community to manage data

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 pupils, 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

Roles and responsibilities

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 holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

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 when pupils are present.

Use of personal mobile phones must be restricted to non-contact or break time, and to areas of the school where pupils are not present (such as the staff room).

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-case -basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Juniper Hill School has an SEMH Unit, the staff in the Unit are permitted to use their phones, in front of the children during lesson times for URGENT communication with the Leadership Team, when there is a dangerous, unsafe situation.

The Juniper Team communicate via WhatsApp. The staff are only permitted to send and respond to WhatsApp message before and after school and during break and lunchtimes.

Data protection

Staff must not use their personal mobile phones to process pupil or staff personal data, or any other confidential school information.

For more detailed guidance on data protection please see Juniper Hill School's data protection policy and ICT acceptable use policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their 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.

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

Please refer to the school's policy on educational visits.

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. If necessary, contact must be made via the school office

Use of Mobile Phones for Two-Factor Authentication

To enhance data security and comply with the UK GDPR, staff may use personal mobile devices for two-factor authentication (2FA) when accessing school systems that contain personal or sensitive data. The following conditions apply:

1. **Purpose**

Mobile phones may only be used for 2FA to verify identity when logging into approved school systems. This is a security measure to protect personal data from unauthorized access.

2. **Data Protection**

No personal or pupil data will be stored on the mobile device as part of the 2FA process. The authentication app or SMS code is used solely for identity verification.

3. **Security Requirements**

- Staff must ensure their mobile device is secured with a strong password, PIN, or biometric lock.
- Devices used for 2FA must not be shared with others.
- Staff must report any loss or theft of a device used for 2FA immediately to the school's Data Protection Officer (DPO).

4. **Compliance**

The use of mobile phones for 2FA is considered a legitimate security measure under Article 32 of the UK GDPR (Security of Processing). Staff must follow this policy and the school's Data Protection Policy at all times.

School 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.

Sanctions

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

Use of mobile phones by pupils

See separate Pupils' Personal Electronic Device Policy.

Sanctions

Any breach of the acceptable use agreement by a child may trigger disciplinary action in line with the school's Behaviour Policy, which may result in the confiscation of their device under sections 91 and 94 of the Education and Inspections Act 2006

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Use of mobile phones by parents, volunteers and visitors

Parents, 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 pupils, 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 pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Loss, theft or damage

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 travelling to and from school.

If the school confiscates phones from pupils, they will be stored in the headteacher's office in a locked cabinet.

Confiscate phones from pupils become the responsibility of the school with responsibility for loss, theft, or damage.

Any lost phones should be returned to the school office. The school will then attempt to contact the owner.

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 consider:

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

Appendix 1:

Mobile phone information for visitors

Use of mobile phones in our school

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

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