

# Mobile Phone Policy



## Thornfield House School

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Ratified by the Board of Governors

signed: \_\_\_\_\_

date: \_\_\_\_\_

To be reviewed: October 2025

## **THS Mobile Phone Policy Introduction:**

This policy outlines the acceptable use of mobile phones at Thornfield House School in the context of safeguarding, underpinned by our statement of vision and values.

At THS we recognise the vulnerability of our pupils and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

### **The policy aims:**

- There is a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, cleaners) and ensure increased vigilance
- The awareness of all staff (including pupils on placement, volunteers and visitors from external agencies) is raised in their role of safeguarding in all areas of school life.
- A secure an environment in which pupils (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that pupils receive the undivided attention of adults at all time.

### **Key principles which underpin this policy:**

- The safeguarding of pupils is of paramount importance
- Every staff member is accountable for the safeguarding of our pupils
- All pupils have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect.

### **Mobile phones – Staff - acceptable use:**

At THS we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with pupils. Staff members (including volunteers and pupils on placement) may bring mobile phones onto the school site on the understanding that the device:

1.1 Is used only in the staffroom, outside of the school gate, or in office spaces when no pupils are present.

2.1 Only used during break times and at either end of the school day.

3.1 When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

4.1 Personal mobile phones must not be used to take photos of pupils except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.

5.1 Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so.

The above information is shared with new staff members as part of the induction process.

Please see below from our E-Safety and Acceptable Use Policy:

### **Mobile Phones and Texting**

- Staff should not use their mobile phones to phone or text pupils.
- Staff should not have a pupil's mobile phone number on their phone.
- Staff should use the school phone when contacting parents (if necessary).
- Staff should **never** respond to informal social texts from pupils or parents

### **Visitors (including parents, professionals, contractors):**

1.1 Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.

2.1 Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave (including parents, professionals, contractors)

3.1 A poster will be displayed in entrance hall for visitors. This ensures that the message is consistent and unequivocal where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event. In the event that you have a concern or are contacted by external party regarding safe guarding emergency, the DT (Designated safeguarding Teacher), and DDT ( deputy)

The DT and DDT should be contacted immediately concern is raised/reported. Detail surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

### **Pupil Mobile Phones**

It is important staff are consistent and follow policy outlined below for pupil mobiles:

Pupils are not allowed to use phones in school for the reasons outlined below:

- Prime source of Low Level Disruption (LLD) in lessons
- Pupils calling parents to pick them up if they feel ill, without any contact through medical team or the Office.
- Staff/other pupils having photos/videos taken and used in social media
- Persistent safeguarding issues and concerns

- Loss or damage

Student mobile phone use is prohibited on the school site, including all social times and class changeover. This applies to any electronic device brought in by pupils that is deemed to be obstructive and disruptive to teaching and learning. This may include phones I- pods, DS/Game consoles and smart watches. This does not include those pupils who require the use of electronic devices as an essential tool for their learning. Mobiles may be in school however they must not be seen or heard.

Pupils found with their phones or accessories out:

- The phone is confiscated, and positive behaviour policy followed.
- The phone is placed safely away to be collected at the end of the day by the pupil.
- Repeat offenders - parents are to be contacted and are required to pick up the phone from school when convenient with pastoral team informing parents and an escalation sanctioned if required.
- If the pupil refuses to hand the phone over, the school behaviour policy is to be followed and pastoral team to follow up if escalation is required