



Mobile Device Policy

Date of approval: January 2026

Review date: January 2029

Staff lead: Rebecca Palmer

Approved by: FGB

Aim

Chancel Primary School is committed to safeguarding and promoting the welfare of children. The welfare and well-being of our pupils is paramount. The aim of the Mobile Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Responsibility

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, governors, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

Personal Devices - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children
- Use of personal phones/ smart watches (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas and the staff room.
- Staff should have their phones on silent or switched off and out of sight during class time.
- Smart phones should be switched to inactive mode so that call/texts/emails cannot be received during class time.
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Staff should speak to the Headteacher or Line Manager who will decide on a case-by-basis whether to allow for special arrangements.
- For instance:
 - For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members
- If special arrangements are not appropriate then emergency contact should be made
- via the school office
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff are not at any time permitted to use recording equipment on their mobile devices, for example: to take recordings or images of children

- Legitimate recordings and photographs should be captured using school equipment such as cameras, I-pads and the school mobile phone
- Staff should report any usage of mobile devices that causes them concern

Personal Devices - Pupils

We also recognise that mobile devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

It has therefore been agreed that:

- Pupils are only given permission to bring mobile phones into school if they are walking to or from school without parents (in Years 5 and 6 only).
- The phone must be handed in to a senior leader prior to entering the school building and will be returned to the pupil at the end of the day by a senior leader, once they have exited the school building.
- The phones are kept in the classroom safe.
- The phone is left at the owner's own risk and school is not responsible for loss or damage.
- Phones must not be taken on school trips/visits
- Children are not permitted to bring in any other communication devices, such as smart watches, that could be used to record sound or images, or send or receive messages.

Breaches of the above conditions could lead to the school confiscating the device and withdrawing permission for the child to bring their phone into school. If a device is confiscated it will be held in the school office and will need to be collected by a parent or carer.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to submit their mobile phones on arrival during the school day. If a volunteer, visitor, governor or contractor is unable to submit their mobile device then they will need to adhere to the expectations as outlined for staff. Reminders of school's expectations of mobile phone use on school site are displayed on mini posters at the signing in desk.

Parents/carers

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as

essential means of communication at all times.

We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We request that parents and carers refrain from using facetime or any form of video calling whilst on site as this is a safeguarding issue potentially for other members of our school community.

Please also remember that your child will want to greet you at the end of the day and share their news, so please try to be 'available' as they come out of their classroom.

Mobile phone use is not permitted when parents or carers are waiting in the school Office as this is a working environment.

We appreciate that parents will want to photograph or video school events such as shows or sports day using their mobile phones, but this is in the understanding that parents do not publish images (e.g. on social networking sites) that include any children other than their own. It is not permissible for parents to take photographs or videos at any other time on school premises.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/contractors who use their mobile phone whilst children are present. This will then be reported to senior staff and dealt with in accordance with the appropriate school policies.

Equality Information

This policy is underpinned by the Equality Information and Objectives Policy for Chancel Primary School which is available on request.

As a dyslexia friendly school we take into account the needs of children with specific learning difficulties.

This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed every three years (or earlier as required).

Approved by Governing Body (sign): _____

Dated: _____