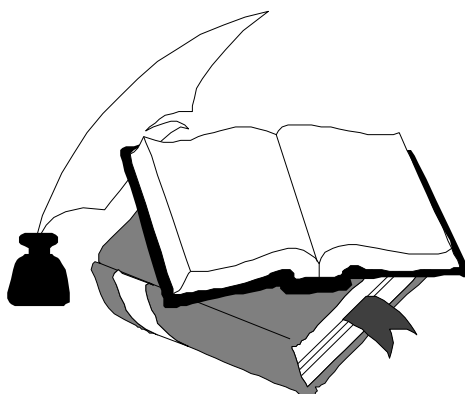


Alderman Payne Primary School



Use of Mobile Phones Policy

Date reviewed: July 2026

Next review: October 2028

This policy incorporates the most recent DfE Guidance: Mobile Phones in School 2026

Aim: To create a mobile phone-free environment in school

For the purpose of this policy, the term mobile, phone or device relates to phones as well as other devices with similar functions (for example the ability to access the internet, send and/or receive notifications or recording audio and/or video)

While mobile phones and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present. The use of a phone is prohibited for multiple reasons including phone calls, messages, recording or use for other reasons such as music.

The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones must be switched off or on silent and left in a safe place during lesson times. Phones must not be used in classroom areas or halls where children have access during school hours. Phones may be kept in bags, the staff room or the lockers provided.

Staff expectations:

- Make arrangements to ensure that school contact details are shared and used in emergency situations
- Phones are switched off or on silent and are stored in designated spaces away from children
- School staff do not use personal devices during the school day for work related apps such as for music or class dojo. Staff have access to school devices such as laptops and ipads for this purpose.
- Staff ~~should~~ must never send or accept texts or images that could be viewed as inappropriate from colleagues or pupils. If received, these should be reported as part of the whistleblowing policy.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- Staff must not store any photos or videos of children or families on non-school devices
- In circumstances such as outings and offsite visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency. If a phone is required to carry out working duties, this should be provided by school or discussed between an employee and line manager.
- Under normal circumstances, staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member

of staff needs to make telephone contact with a pupil, a school telephone should be used. However, if the school is in lockdown, there may be a need to use a mobile or home phone. In these circumstances the number must be disguised by putting 141 in front of the number.

- Exceptions to this policy may only be made in consultation with the School Leadership Team and will only be granted for exceptional use and under strict conditions.

Pupils:

- Pupils are not permitted to have access to mobile phones at school. If a child brings a mobile phone to school for safety purposes, such as to support them to walk to/from school alone, this must be handed to a member of staff who will lock this away securely until the end of the day.
- Pupils must not take photos, videos without explicit consent from staff. Devices are available for educational purposes.
- Live streaming is not permitted under any circumstances.

Pupils will be educated about the benefits of a mobile free environment and safe use. The PSHE Curriculum will give children the opportunity to revisit themes regularly.

A pupil's equality rights are not affected and devices required for specific medical needs or related specifically to a disability, will be discussed and agreed with the family. Whilst this may result in flexibility, this does not exempt any restrictions.

Sanctions:

- If pupils are found to have a mobile phone on site, staff reserve the right to request that this is handed to them to securely put away. Failure or refusal to comply will result in communication with the family. Confiscation of devices is an acceptable consequence of breaching this policy and school can confiscate a mobile device for whatever length of time that they deem proportionate.
- If a pupil is found to be using a phone or device in an unacceptable way, the behaviour policy will be followed and appropriate consequences will apply.
- Headteachers and staff have authorisation to search a pupil or their belongings if they have reasonable grounds to suspect that a pupil is in possession of a prohibited item including mobile phones.

Alderman Payne Primary School and its staff are not responsible for any loss or damage to devices that are brought to school or confiscated appropriately according to policy.

Parents, visitors and contractors:

As part of our partnership with parents, we will share information with parents regarding the importance of phone free environments, focusing on considerations of both safeguarding and the impact of phones and devices on children and young people. We expect families to support and reinforce the expectations within the policy and help to educate children about the risks associated with mobiles and the benefits of a mobile phone free environment. Arrangements with children to have phones for travelling to and from school must adhere with the requirement to pass this to a member of staff once on school site.

Photos of children must not be taken without prior discussion with a member of the Senior Leadership Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)

Staff have knowledge of children with consent to have their photos taken and will indicate at an event if this is permitted or not. All families are expected to follow the guidance in accordance with staff instruction, noting that safeguarding children and families is of utmost importance. Parents should assume that if not explicitly informed that photos or videos are permitted, then they must not be taken.

Parents and visitors are expected to

- Turn mobile phones off or put them on silent when in school
- Refrain from using personal mobile phones to make or receive calls on school grounds or use a space designated by school staff if urgent
- Refrain from taking photos or videos without explicit consent from staff. If photos are allowed, these are to only be as necessary – for example including their own child
- Respect the school stance that no meeting is recorded as audio or video
- Keep any photos or recording private – these must not be shared on social media
- Accept and respect any request relating to devices from a member of staff – failure to comply may result in being asked to leave the school site.

Contractors may be required to have phones with them for business use (for example as evidence of work completed or for reference supporting a quotation). All contractors are expected to:

- Be supervised by a member of staff if using a phone and/or taking photographs or videos
- Ensure that no children or staff are visible within the photo
- Respect a member of staff's right to request to see the photo taken and delete if instructed

Inappropriate or illegal content:

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content. Any inappropriate content seen by school staff or pupils is the responsibility of the device owner and user.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Related Policies and guidance:

Mobile Phones in School 2026

Safeguarding and Child Protection Policy

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings

Keeping Children Safe in Education

Guidance for schools and other establishments on the use of images

Data Protection: A toolkit for schools, DfE,