

Mobile Phones and Electronic Devices Policy



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Approved by: Headteacher and shared with the Governing Body

Date: September 2025

Review date: September 2027

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1. Aims

At Clapgate Primary School we recognise that mobile phones and other electronic devices are an important part of everyday life for our pupils, parents/carers, and staff, as well as the wider school community.

This policy refers to all electronic devices able to take pictures, record videos, and send or receive calls and messages. This includes smartwatches, cameras, mobile telephones, tablets, and any recording devices. More and more devices are technically capable of connecting us to the outside world, therefore, we will adapt this policy as appropriate to include all applicable devices in order to safeguard children.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone and device use
- Set clear guidelines for the use of mobile phones and electronic devices for pupils, 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 and electronic devices in school, such as:

- The risks posed to children
- Data protection issues
- Potential for lesson disruption
- Appropriate use of technology in the classroom

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance and with the safeguarding and welfare requirements outlined in the Early Years Statutory Framework (2024).

3. 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 monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

This policy will also be shared with the governing body.

4. Use of mobile phones and electronic devices by staff

Personal mobile phones and devices

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts, or take photos or videos, while children are present/during contact time. Use of personal mobile phones and other devices with imaging and sharing capabilities (including smartwatches) must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). The school caretaker will be the only staff member to be authorised to have use of his phone whilst on the school premises (and during contact time) as he would be unable to carry out his site management duties without it.

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 a family or personal emergency

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 [0113 271 6700](tel:01132716700) as a point of emergency contact.

Data protection

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

Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils in their professional capacity. This includes 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/carers 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 or class iPads.

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 and invacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- 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/carers (unless caller ID is hidden). Where possible, contact should be made via the school office.

School mobile phone

One member of staff is provided with a mobile phone by the school for work purposes. This is mainly used for parental support. Only authorised staff are permitted to use the school phone, 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 always appropriate and professional, in line with our staff code of conduct.

5. Use of mobile phones and electronic devices by pupils

Pupils are generally not permitted or encouraged to bring mobile phones to school. However, we do understand that many of our older children (in Years 5 and 6 only) walk to and from school alone so therefore a phone may be needed for safety purposes. In this case, we ask for the following rules to be followed:

- Before entering the school building, the use of a mobile phone will be heavily discouraged, and staff will ask pupils to put the phone away while on the premises.
- Once entering the school building, the phone is switched off.
- The phone is stored in a box in the teacher's cupboard.
- The camera on the phone should not be used in school to take photographs or videos of another child or staff member.
- The phone will be handed out at the end of the day but should remain switched off until the pupil has left the school building.

The school accepts no liability for the loss/damage of any personal equipment whilst on the school premises. If special circumstances arise where a child younger than Year 5 requires a mobile phone in school, this must be pre-agreed by the phase leader and the senior leadership team. See the permission form in Appendix 2.

In addition to this, Smartwatches are not permitted for pupils to wear at Clapgate Primary School. Pupils may wear a regular wristwatch if they wish to tell the time.

6. Use of mobile phones and electronic devices by parents, 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 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/carers, visitors and volunteers will be informed of the rules for mobile phone and electronic device 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 pupils, 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 pupils using their phones, as set out in section 5.

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. Sanctions

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

7. Monitoring Arrangements

This policy will be reviewed by the headteacher and senior leadership team every two years. The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour, and welfare. When reviewing the policy, the school will consider:

- Feedback from parents/carers 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

At every review, the policy will be approved by the governing body and the headteacher.

8. Links with Other Policies

This policy links to the following policies and procedures:

- Early Years Foundation Stage Policy
- Safeguarding and Child Protection Policy
- Online Safety and Social Media Policy
- Behaviour Policy
- Data Protection Policy

Appendix 1: Code of Conduct/ Acceptable Use Agreement for Pupils



Code of Conduct/ Acceptable Use of Mobile Phones for Pupils in KS2

At Clapgate Primary School, you must follow the rules below if you bring your mobile phone to school:

1. You may not use your mobile phone during the school day.
2. Phones must be switched off as you enter the school building and must not go back on until you have left.
3. Phones must be given to your class teacher on arrival at school and will be stored safely in the classroom until the end of the day.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils on the school premises.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media

Pupil agreement

I understand the school's code of conduct around mobile phones in KS2 and I will adhere to this carefully.

Pupil signature: _____

Appendix 2: Permission form allowing a pupil to bring their phone to school

This form will be used in special circumstances when a child in Year 4 or below has been granted permission to bring their mobile phone to school.



Mobile Phone- Special Circumstances Form

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allowto bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone for a family emergency
- Attend before or after school and will need to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors

Copies are to be printed and given to visitors on arrival at school and are to be displayed around the school office for visitors to read.

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.

A full copy of our mobile phone policy is available from the school office.

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