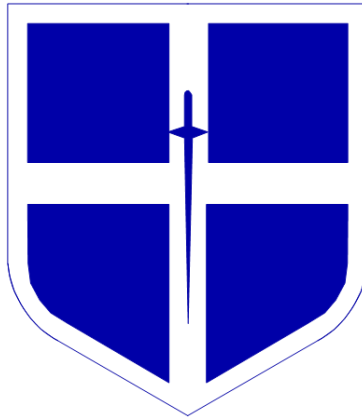




ST PAUL'S CHURCH OF ENGLAND PRIMARY SCHOOL & NURSERY

MOBILE PHONE & ELECTRONIC DEVICES POLICY

Updated by	Charlotte Dennis
Updated when	September 2026
Ratified by	FGB
Ratified when	Autumn 2026
Signed by	Harry Palmer
Next Review Date	Autumn 2027
Statutory Policy	No
On school website	Yes

TOGETHER WE ARE

Growing in STRENGTH

Growing in WISDOM

Growing in FAITH

COURAGE

RESPECT

HOPE

ENJOYMENT

COMMUNITY

MOBILE PHONES AND ELECTRONIC DEVICES POLICY

1. Introduction and Aims

At St Paul's C of E Combined School & Nursery, we recognise that mobile phones and electronic devices are an important part of modern life. However, they can also present risks to children's safety, privacy, wellbeing and learning.

This policy sets out clear expectations for the use of mobile phones and electronic devices by pupils, staff, parents/carers, volunteers, visitors and external providers. It should be read alongside the school's safeguarding, behaviour, data protection and acceptable use policies.

The aims of this policy are to:

- promote the safe and responsible use of mobile phones and electronic devices;
- provide clear and consistent expectations for everyone in the school community;
- protect pupils' privacy and safeguard children and staff;
- minimise disruption to learning and the school environment; and
- support children in developing healthy and responsible relationships with technology.

2. Roles and Responsibilities

The Headteacher is responsible for implementing and reviewing this policy and for deciding whether any individual exceptions are necessary.

All staff are responsible for following and modelling the expectations in this policy. Volunteers, visitors and external providers working in school are also expected to comply with the relevant sections.

3. Staff Use of Mobile Phones and Electronic Devices

3.1 Personal Devices

Staff, including volunteers and contractors, must not use personal mobile phones or electronic devices in areas where pupils are present or during contact time.

Personal devices should be kept out of sight and used only during non-contact time and in areas where pupils are not present, such as the staff room.

This includes personal calls, messages, social media and other non-work-related use.

3.2 Agreed Exceptions

There may be circumstances where a member of staff needs access to a personal phone during contact time. For example, a member of staff may have agreed arrangements with the Headteacher because they are waiting for an important medical or family call.

Any such arrangement should be agreed in advance with the Headteacher and the device should only be used for the agreed purpose.

During an emergency, personal mobile phones may be used where necessary to support the safety and management of pupils and staff. This may include communication between staff during a lockdown or the use of a phone by the Headteacher or designated staff to check pupil numbers during an evacuation or fire drill.

In an emergency, staff may also use the school office contact number (**01628 521553**).

3.3 Caretaker and Site Staff

The caretaker may use a mobile phone during contact time where this is necessary for emergency or other essential work relating to the school site, premises or security.

3.4 Photographs and Recordings

Staff may take photographs or videos of pupils for approved school purposes where the appropriate parental/carers consent is in place.

Photographs and recordings of pupils must only be taken using school-owned or school-approved devices, such as staff iPads. Personal mobile phones and devices must not be used to photograph or record pupils.

Photographs and recordings must be stored and shared in accordance with the school's data protection and safeguarding procedures.

3.5 Work Use of Personal Devices

Personal devices should not normally be used for school work. Where there is a specific operational or emergency need, their use must be appropriate to the circumstances and comply with this policy and the school's data protection and safeguarding procedures.

Failure to comply with this policy may result in action under the school's staff disciplinary procedures.

4. External Providers, Visitors and Volunteers

The school is a mobile-phone-free environment for pupils and, ordinarily, adults should not use mobile phones or personal electronic devices in areas where pupils are present.

However, some external providers may need to use a phone or electronic device as part of their professional role. For example, a sports provider may need to take a register or a drama or music provider may need to play music.

Such use must be **agreed in advance with the Headteacher**, limited to the specific professional purpose, and must not involve inappropriate personal use.

The school may check with an external provider that the proposed use is consistent with their organisation's safeguarding and professional expectations.

Visitors and volunteers must not use personal devices to photograph or record pupils unless this has been specifically authorised by the school.

5. Pupil Use of Mobile Phones and Electronic Devices

5.1 Smartphone-Free School

From **September 2026**, St Paul's C of E Combined School & Nursery will be smartphone-free for all pupils.

Pupils must not bring smartphones onto the school site. **Smartwatches are also not permitted.**

This applies throughout the school day, including lessons, breaktimes, lunchtimes, clubs and other activities taking place on the school site.

5.2 Basic Mobile Phones

We recognise that some children may need access to a basic mobile phone, for example for their journey to and from school.

Where a child requires a non-smartphone, such as a basic or "brick" phone, this must be agreed with the school.

The phone must:

- be switched off before the child enters the school site;
- be clearly labelled with the child's name; and
- be handed to the school office immediately on arrival.

The phone will be stored securely and collected from the office at the end of the school day.

Children must not have access to or use the phone during the school day.

The school is not responsible for loss, damage or theft of devices brought onto the school site.

5.3 Exceptional Circumstances

Where a child has an exceptional need to bring a smartphone or other smart device into school, for example where it is required as a **medical device or to support a medical need**, parents/carers must discuss this with the Headteacher in advance. Any permission will be subject to specific arrangements agreed by the school.

5.4 Trips and Visits

Pupils must not bring mobile phones, smartwatches or other personal electronic communication devices on school trips or visits unless specifically authorised by the school.

School-owned devices will be used where phones, cameras or other electronic equipment are required for the purposes of a trip.

5.5 Breaches of the Pupil Mobile Phone Policy

If a pupil brings a smartphone into school, the device will be confiscated and a parent/carers will be asked to collect it **in person**.

Repeated breaches will result in further sanctions in line with the school's Behaviour Policy.

The school may search and confiscate prohibited devices where it has the legal authority to do so, in accordance with the school's Behaviour Policy and relevant Department for Education guidance.

Where a mobile phone or electronic device is used for bullying, harassment, threatening behaviour or other inappropriate conduct, the school may take action under the relevant school policies. In serious circumstances, the school may involve the police or other appropriate agencies.

6. Parents and Carers

6.1 On the School Site

The school aims to maintain a mobile-phone-free environment for pupils and asks all adults to model appropriate behaviour.

Parents and carers must not use mobile phones on the main playground during drop-off and collection times.

Phones should be put away and not used for calls, messages, social media, photographs or recordings.

Parents/carers may be politely reminded by a member of staff to put their phone away or end a call. This helps us to protect children's privacy, maintain a safe environment and provide positive role models for pupils.

Parents/carers who need to contact the school during the school day should use the school office.

6.2 Wraparound Care

The school has a **designated school phone for the wraparound provision**. Parents/carers should use this number for communications relating to wraparound care, including collection arrangements and changes to arrangements.

6.3. Parents, Carers and Volunteers on Trips and Visits

Parents/carers and volunteers supporting school trips and visits must not use mobile phones in front of pupils or take photographs or recordings of children.

This includes photographs of their own child while acting in a supervisory capacity.

If an urgent personal call is necessary, the adult should move away from the pupils and, where appropriate, inform the member of staff leading the visit.

The school will provide appropriate communication arrangements for the trip.

6.4 Photography at School Events

At events such as Sports Day, class assemblies and performances, the member of staff leading the event will explain whether photography or recording is permitted and any specific expectations.

Where parents/carers are permitted to take photographs or recordings:

- they should try to capture their own child only;
- they should respect children whose image should not be recorded;
- photographs and recordings should not be shared on social media; and
- photographs and recordings should not be shared in class or year-group WhatsApp or other messaging groups.

Permission to take photographs at a particular event does not provide general permission to photograph or record children elsewhere on the school site.

The school may restrict or prohibit photography or recording where this is necessary for safeguarding or privacy reasons.

7. Safeguarding and Data Protection

Mobile phones and electronic devices must be used in a way that protects children and respects privacy.

No person should use a personal device to:

- photograph or record pupils without appropriate authorisation;
- share images or recordings of pupils without permission;
- access or share confidential school information; or
- communicate privately with pupils through personal messaging or social media.

Staff must not share personal contact details with pupils or connect with pupils through personal social media accounts or messaging applications.

Any safeguarding concern relating to the use of a mobile phone or electronic device must be reported in accordance with the school's safeguarding procedures.

8. Monitoring and Review

The Headteacher will monitor the implementation and effectiveness of this policy and will review it regularly.

The review will take account of:

- feedback from pupils, parents/carers and staff;
- behaviour and safeguarding incidents;
- developments in technology;
- changes to relevant legislation or Department for Education guidance; and
- the impact of the policy on pupils' education, behaviour, wellbeing and safety.

The policy will be formally reviewed annually.