

St Luke's C.E. Primary School
Mobile Phone Policy

Policy for Mobile Phones
Leadership Group
Reviewed: Autumn 2025
For Review: Autumn 2028

Introduction

St Luke's C.E. Primary School is committed to safeguarding and promoting the welfare of children. The welfare and wellbeing of our pupils is paramount. The aim of the Mobile Phone 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 phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones 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 phones on site. This includes staff, governors, volunteers, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding & Child Protection Policy
- Anti-Bullying Policy
- Acceptable Use Policy
- Online Safety Policy
- Whistleblowing Policy
- Staff Code of Conduct

Staff Code of Conduct (see separate policy for more detail)

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Use of personal phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms, outside.
- Staff should have their phones on silent or switched off and out of sight (e.g. in the classroom cupboard or staff locker) 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 important to note that the staff working in offices and the site manager will have their phones with them at all times to ensure they can be contacted and able to react quickly to any incident that occurs within the school.

- 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 phones, for example: to take recordings or images of children.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads. In exceptional circumstances where school devices are not available, staff may use their personal devices to take recordings or images on the strict understanding that these will be deleted at the first available opportunity.
- Staff should report any usage of mobile devices that causes them concern.

Personal Mobiles – Pupils

We also recognise that mobile phones 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 and can provide a means of bullying or intimidating others.

It has therefore been agreed that:

- Pupils may be given permission to bring mobile phones into school if they are walking to or from school without parents (Years 6 only).
- Phones must be switched off as they enter the school grounds and they must be handed in to the classteacher.
- Phones are 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.
- Phones are not to be switched on until leaving school grounds.

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.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher, Deputy Headteacher or Pastoral Leader has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.' The DfE guidance allows us to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting.
- Threats of violence or assault.
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. Reminders of school's expectations of mobile phone use on school site are displayed at the signing in process and around school.

Parents

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 usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. 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. For this reason, staff will not release pupils at the end of the day to parents who are using their mobile phones.

Mobile phone use is not permitted when parents are waiting in the school office as this is a working environment. Posters are displayed in this area as a reminder.

To maintain a safe, respectful and confidential environment for all members of our school community, parents are not permitted to record any meetings with staff, whether held in person, by telephone or via online platforms. This includes audio, video and screen recordings.

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.

We would really appreciate it if parents would refrain from using Facetime or any form of video calling whilst on site as this is a safeguarding issue potentially for members of our school community.

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 Leaders and dealt with in accordance with the appropriate school policies.

Autumn 2025