St Peter & St Paul CE Primary School

Mobile Phone Policy

1. Aim and Principles

At St Peter & St Paul CE Primary, we are distinctively Christian in our ethos and outlook, underpinned by the values of Courage, Respect, Forgiveness, Kindness, Hope, and Fairness. Our Mobile Phone Policy aims to enable the benefits of modern communication technologies while promoting safe, responsible, and respectful use that supports our Christian values and ensures the welfare and safeguarding of all pupils.

2. Scope and Responsibility

This policy applies to all individuals on the school site including staff, governors, volunteers, pupils, parents, carers, visitors, and contractors. It covers all individuals with access to personal mobile phones on site.

This policy should be read alongside the following key documents:

- Child Protection Policy
- Anti-Bullying Policy
- ICT Acceptable Use Policy
- Volunteer Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Induction Process
- Online Safety Policy
- Mobile Phone Agreement
- Responsible use of AI policy

3. Staff Use of Mobile Phones

- Staff must not use personal mobile phones to record images or videos of pupils; only school-authorised equipment may be used for this purpose. Unless prior authorisation is given from the Headteacher for specific events e.g residential visits.
- Personal phone use (calls, texts, emails) during contact time is prohibited unless exceptional arrangements are agreed with the Headteacher.
- Staff must maintain professional boundaries in all communications with pupils, including online and via social media.
- Staff should report any concerns about inappropriate use of mobile devices or technology promptly.
- Phones should be on silent or switched off and kept out of sight during teaching and pupil contact.
- Smart watches must not be used during teaching and pupil contact.

4. Pupil Use of Mobile Phones

- Pupils in KS2 may bring mobile phones to school if walking independently to and from school. Parents must provide consent for this arrangement by completing the Mobile Phone Agreement via Arbor (see Appendix 1).
- Phones must be handed to the class teacher on arrival for secure storage and collected at the end of the day.
- Pupils must switch off phones on entry to the school gates and only switch them back on after leaving the school premises.
- Phones are brought at the owner's risk; the school is not liable for loss or damage.
- Phones are not permitted on school trips or visits.
- Other communication devices capable of recording or messaging (e.g. smartwatches) are prohibited.
- Misuse of phones, including bullying, harassment, or sharing inappropriate content, will be addressed firmly in line with school values and safeguarding policies.
- Persistent misuse may lead to confiscation and withdrawal of phone privileges.

5. Volunteers, Visitors, Governors, and Contractors

- All adults on site must follow this policy and model appropriate mobile phone use.
- Reminders are displayed at signing-in points and around the school.

6. Parents and Carers

- Parents and carers are asked to use mobile phones considerately on school premises.
- Mobile phone use is prohibited at all school events.
- Video calling or FaceTime on school grounds is discouraged due to safeguarding concerns.
- Parents are encouraged to be fully present and engaged when collecting children.

7. Safeguarding and Online Safety

- The school is committed to safeguarding pupils from harm including physical, emotional, sexual abuse, neglect, and exploitation.
- Staff must be vigilant to signs of child-on-child abuse, including bullying, sexual harassment, and other forms of abuse outlined in Keeping Children Safe in Education.
- The school has clear procedures for reporting and managing safeguarding concerns or allegations against staff, volunteers, or contractors, including low-level concerns.
- Staff must report any safeguarding concerns promptly to the Designated Safeguarding Lead (DSL).
- Online safety is a key priority; the school educates pupils about safe use of technology and monitors the use of devices on premises.
- The school's approach to managing mobile and smart technology reflects the risks of online abuse, exploitation, and inappropriate content sharing.
- The school will provide regular training and updates for staff and pupils on the risks associated with mobile technology, including cyberbullying, grooming, and data privacy.

8. Allegations and Reporting

- Any allegations of harm or risk posed by staff will be handled swiftly and fairly with a designated case manager.
- The school complies with legal duties to refer individuals to the Disclosure and Barring Service (DBS) or Teaching Regulation Agency when appropriate.
- Staff should raise any concerns about colleagues' conduct using the school's low-level concerns and whistleblowing procedures.

9. Compliance and Consequences

- Failure to comply with this policy may result in disciplinary action.
- The school reserves the right to confiscate mobile devices used inappropriately and conduct searches if there are safeguarding concerns.
- Serious incidents involving criminal behaviour will be reported to the police.

10. Policy Review

This policy will be reviewed at least every two years or sooner as required to ensure continued compliance with statutory guidance and best practice.

This policy will be made available to all staff, parents, and pupils via the school website and in hard copy upon request. The school will communicate key points of the policy annually through assemblies, newsletters and induction.

Policy Written: October 2026
Policy Ratified: November 2026
Policy to be reviewed: September 2027

Appendix 1

Mobile Phone Agreement

At St Peter and St Paul CE Primary School, we do not expect primary-aged children to bring mobile phones to school. However, we understand that some families may feel more comfortable if their child has a phone when walking to and from school without an adult.

If you choose for your child to bring a mobile phone to school for this reason, then the following rules must be followed to help keep everyone safe and focused on learning:

- Phones must be switched off before entering the school gates and should remain off until your child has left the school premises.
- On arrival at school, phones should be handed to the class teacher and will be returned at the end of the school day.
- Phones are brought into school at the owner's risk. Unfortunately, the school cannot accept responsibility for any loss or damage, and phones are not covered by the school's insurance policy.
- Mobile phones are not allowed on school trips or visits.
- Other devices that can record, message, or connect to the internet (such as smartwatches) are not permitted.
- If needed, staff may check that phones are not being brought into school without permission and that the agreed rules are being followed.
- If a phone is misused, it will be confiscated and permission to bring a phone to school may be withdrawn. In these cases, a parent or carer will be asked to collect the phone from school.

Mobile Phone Agreement
Pupil
I will: • Not use my mobile phone while I am on the school premises. This includes taking photos or videos, sending messages, using social media, or making phone calls. • Switch my phone off before coming onto the school site and keep it switched off until I leave. • Give my phone to my teacher when I arrive at school and collect it at the end of the day.
Parent/Carer
I give permission for my child to bring a mobile phone to school so that they can use it in an emergency while travelling to and from school. I have discussed the rules above with my child and understand that the school cannot take responsibility for any loss or damage to the phone. I also understand that if the rules are not followed, the phone will be confiscated and a parent or carer will need to collect it from the school office.