TANKERSLEY C of E (A) PRIMARY SCHOOL

MOBILE PHONE POLICY

"Guide me in your truth and teach me, for you are God my saviour and my hope is in you all day long."

We aim high and have self-belief

We have community spirit

We are enterprising

We have enquiring minds

We are respectful

Updated September 2026
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Rationale and Aims for Mobile Phone Use

At Tankersley St Peter's CE Primary School, the safety, safeguarding and wellbeing of all children are our highest priorities. We are committed to providing a safe, secure and positive learning environment in which children can learn and develop without unnecessary distractions.

We recognise that mobile phones and other electronic devices have an important role in communication and everyday life. However, we also acknowledge the potential risks associated with their use, particularly for primary-aged children. These include inappropriate communication, cyberbullying, exposure to harmful content, the taking or sharing of inappropriate images, and risks to children's privacy and personal safety.

Mobile phones and other personal electronic devices can also cause unnecessary distractions during the school day and may interfere with learning, positive relationships and social interaction. Their misuse can compromise the dignity, privacy, confidentiality and safeguarding of children and adults.

In line with the Department for Education's *Mobile phones in schools* guidance, the school operates a mobile phone-free school day for pupils. Pupils are not permitted to bring mobile phones into school unless exceptional circumstances have been agreed in advance by the Headteacher. Reasonable adjustments will be considered where necessary to support pupils with medical needs, disabilities or specific safeguarding requirements.

The school also recognises the importance of ensuring that staff, volunteers, visitors and parents use mobile phones and personal electronic devices responsibly and appropriately, particularly when working with or supervising children.

The aims of this policy are to:

- Safeguard children and adults from the risks associated with the inappropriate use of mobile phones and electronic devices.
- Maintain a safe and focused learning environment, free from unnecessary distractions.
- Protect the privacy, dignity and confidentiality of pupils, staff and families.
- Prevent the unauthorised taking, recording or sharing of photographs, videos or personal information.
- Establish clear expectations for the use and storage of mobile phones by pupils, staff, volunteers, visitors and parents.
- Ensure that appropriate arrangements are in place for school trips, educational visits and emergencies.
- Support the school's wider safeguarding, online safety, behaviour and data protection procedures.
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Scope of the Policy

This policy applies to all pupils, staff, governors, volunteers, visitors, contractors, parents and carers whilst on the school premises or participating in school-organised activities, including educational visits and residential trips.

For the purposes of this policy, the term *mobile phone or personal electronic device* includes smartphones, tablets, smartwatches and other personal devices capable of communication, accessing the internet, taking photographs, recording video or audio, or sharing information.

Personal smartwatches with communication or recording capabilities are subject to the same restrictions as mobile phones. Exceptions may be agreed where a device is required for medical monitoring or another identified need.

School-Owned Electronic Devices

Tankersley St Peter's CE Primary School provides electronic devices, including iPads, laptops and computers, to support teaching, learning and school administration. These devices are managed in accordance with the school's Online Safety and Data Protection Policies and have appropriate security measures in place, including password protection, filtering and monitoring systems, and access controls.

All school-owned devices must be used responsibly and for authorised school purposes. Staff are responsible for ensuring that devices are used appropriately, securely stored when not in use and supervised when accessed by pupils.

Photographs and videos of pupils must only be taken using approved school devices and for legitimate educational or school purposes. Images must be stored securely on authorised school systems and must not be transferred to personal devices, personal cloud storage or unauthorised applications. The school's photography permissions and safeguarding procedures must be followed when capturing, using or sharing images.

Any concerns regarding inappropriate content, unauthorised recordings, misuse of devices or potential safeguarding risks must be reported promptly to the Designated Safeguarding Lead (DSL). Any suspected data breach must be reported in accordance with the school's Data Protection Policy.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Online Safety Policy, Behaviour Policy, Data Protection Policy and Educational Visits procedures.

Staff Personal Mobile Phones

At Tankersley St Peter's CE Primary School, the safeguarding and wellbeing of children are paramount. Staff are expected to use personal mobile phones responsibly and professionally, ensuring that their use does not compromise pupil safety, confidentiality or the effective supervision of children.

Use and Storage of Personal Mobile Phones

Staff must not carry or use personal mobile phones whilst teaching, supervising or working directly with children. Personal mobile phones must be switched to silent and securely stored in staff bags or designated areas away from pupils.

Staff may use their personal mobile phones during designated breaks in the staffroom or school offices where children are not present. Mobile phones must not be used in classrooms, corridors, playgrounds or other areas where children are being supervised.

These expectations also apply to personal smartwatches and other wearable devices capable of communication, photography or recording. Staff must not use these functions whilst working with children.

Emergency Communication

The school recognises that exceptional circumstances may arise where staff need to access their personal mobile phones during working hours.

Where an urgent personal call is necessary, staff should inform the Headteacher or a member of the Senior Leadership Team so that appropriate arrangements can be made to ensure children remain safely supervised.

Staff should provide family members and emergency contacts with the school's telephone number so that they can be contacted through the school office during working hours.

Where a member of staff requires access to a personal device for an agreed medical or other exceptional reason, appropriate arrangements will be agreed with the Headteacher.

Photography, Video and Recording

Staff must not use personal mobile phones, smartwatches or other personal devices to photograph, film or record pupils under any circumstances.

Photographs and recordings of children must only be taken using approved school devices and in accordance with the school's safeguarding, online safety and data protection procedures.

Personal devices must not be used to store or share photographs, videos, personal information or confidential records relating to pupils.

Particular care must be taken within the Early Years Foundation Stage (EYFS). Personal mobile phones and recording devices must not be used in areas where children are receiving intimate care, including toilets and changing areas.

Communication with Parents and Carers

Staff must use approved school communication systems when contacting parents, carers or pupils.

Staff must not give their personal mobile telephone numbers to pupils or parents, or store pupil and family contact details on personal devices for school purposes.

In exceptional circumstances, where urgent safeguarding communication is necessary and school communication systems are unavailable, alternative arrangements must be authorised by the Headteacher or Designated Safeguarding Lead (DSL). Any such communication must be appropriately recorded and handled in accordance with the school's safeguarding and data protection procedures.

Staff are not expected to use their personal mobile phones to make work-related calls. Where exceptional circumstances require this, staff should seek authorisation and take appropriate steps to protect their personal telephone number.

School Trips and Educational Visits

Personal mobile phones may be carried by authorised staff during school trips and educational visits where necessary for communication or emergencies. Their use must comply with the school's Educational Visits procedures and the section of this policy relating to mobile phones on school trips.

Personal devices must not be used to photograph or record pupils during educational visits.

Safeguarding Concerns and Breaches of Policy

Any concerns relating to the inappropriate use of personal mobile phones or electronic devices, including unauthorised photography, recording or sharing of pupil information, must be reported promptly in accordance with the school's safeguarding procedures.

Concerns about the conduct of adults must be reported through the appropriate safeguarding, low-level concerns or allegations procedures.

Failure to comply with this policy may result in action being taken in accordance with the school's Staff Code of Conduct and disciplinary procedures.

Children

At Tankersley St Peter’s CE Primary School, pupils are not permitted to bring mobile phones or personal communication devices into school. This supports our commitment to safeguarding children, promoting positive relationships and maintaining a distraction-free learning environment.

In exceptional circumstances, the Headteacher may authorise a pupil to bring a mobile phone or other personal electronic device into school. This may include circumstances relating to medical needs, disabilities or specific safeguarding considerations.

Any authorised device must be switched off and stored securely in a location agreed by the Headteacher, unless it is required for an agreed medical or accessibility purpose. Arrangements will be documented and shared with relevant staff.

Pupils must not use mobile phones or personal communication devices during the school day, including lessons, breaktimes, lunchtimes and school-organised activities, unless specifically authorised.

These expectations also apply to smartwatches capable of communication, internet access or recording.

Parents and carers wishing to contact their child during the school day should telephone the school office. Pupils who need to contact home will be supported to do so through the school office.

Mobile phones are not permitted on educational visits or residential trips unless an exceptional arrangement has been agreed in advance by the Headteacher.

Any unauthorised devices brought into school will be managed in accordance with the school'

Sanctions

The use of sanctions in school is always seen as a last resort; however, occasions may arise where pupils decide to breach the provisions set out in the school policy. In these circumstances, the guidance outlines a number of sanctions and powers available to schools when implementing the prohibition of mobile phones in school.

The guidance states that schools have the power to:

Search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item - this now includes mobile phones and other personal electronic devices.

Confiscate mobile phones or similar devices and ask parents to collect the phone at the end of the day.

Enforce sanctions and disciplinary measures, such as detention and the removal of certain privileges.

When applying sanctions, the school expects all its staff to act in a measured way, considering whether the confiscation or sanction is proportionate and considering any special circumstances relevant to the case.

It is important to note that the law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully.

Visitors, Parents and Carers

At Tankersley St Peter’s CE Primary School, the safeguarding, privacy and wellbeing of all children are paramount. Visitors, parents, carers, volunteers, contractors, students and other adults are expected to use mobile phones and personal electronic devices responsibly whilst on school premises or participating in school activities.

Visitors and Volunteers

All visitors, including supply staff, students, volunteers and contractors, will be informed of the school's mobile phone expectations as part of their induction or when attending school activities and educational visits.

Visitors must not use personal mobile phones, smartwatches or other electronic devices to photograph, film or record children whilst on school premises or during school activities.

Mobile phones should be switched to silent and kept securely in bags or pockets whilst visitors are in areas where children are present. Visitors must not make or receive personal calls, send messages or use social media whilst working with or supervising children.

Where an urgent call is necessary, visitors should seek permission from a member of staff and use their phone in a designated area away from children.

Contractors requiring mobile phones for legitimate work purposes must obtain permission from the school and ensure that their use does not compromise safeguarding or confidentiality.

Parents and Carers on School Premises

Parents and carers are expected to use mobile phones responsibly whilst on school premises, particularly when attending meetings, helping in classrooms or participating in school activities.

Mobile phones must not be used to photograph, film or record children during the normal school day without the express permission of the Headteacher.

Parents and carers volunteering in school or accompanying educational visits must follow the same mobile phone expectations as other volunteers.

Photography and Video Recording at School Events

The school recognises that parents and carers may wish to take photographs or videos of their own children during special events, including class assemblies, performances, concerts and celebrations.

Photography and video recording may be permitted at these events at the discretion of the Headteacher, provided that appropriate safeguarding arrangements are in place.

Where photography is permitted, parents and carers are expected to:

- Take photographs and recordings primarily of their own child.
- Respect the privacy and safeguarding needs of other children and families.
- Use photographs and recordings for personal or family purposes only.
- Not publish or share images or videos identifying other people's children on social media or other public platforms without appropriate permission.
- Follow any additional restrictions communicated by the school before or during an event.

The school reserves the right to restrict or prohibit photography and recording at particular events where necessary to protect the safety, privacy or wellbeing of children.

Parents and carers will be informed of any restrictions before the event wherever possible.

Safeguarding and Data Protection

The school recognises that photographs and recordings taken by parents for personal or household use will not generally fall within the scope of UK GDPR. However, sharing images publicly, particularly where other children can be identified, may raise safeguarding and privacy concerns.

Parents and carers are therefore asked not to upload or publicly share photographs or videos containing other people's children without appropriate permission.

The school maintains a record of parental photography and media permissions, which identifies whether pupils may be included in photographs or recordings used for the school website, publications, promotional materials or official school social media accounts.

These permissions are considered alongside the school's safeguarding procedures and data protection responsibilities when deciding how images are used or published.

Any concerns regarding inappropriate photography, recording or sharing of images must be reported to the Headteacher or Designated Safeguarding Lead (DSL).

All visitors, parents and carers are expected to comply with these arrangements. Where concerns arise, the school may request that mobile phone use stops, that recording ceases or that an individual leaves the premises where appropriate.

The Use of Mobile Phones on School Trips

Staff and volunteers should follow school policy for Trips and Visits in conjunction with this guidance.

Carrying mobile phones on trips can help to ensure safety for all members of the school party. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

- The party leader and other adult leaders in the party on the trip should carry their own mobile phone for the sole purpose of contacting other staff members or volunteers on the trip and for contacting the school or other parties in an emergency.
- Personal phones should not be used for any purpose other than school business for the duration of a trip. This means that personal calls or texts should not be made or accepted. On residential trips this will apply while the member of staff or volunteer is on duty. If it becomes necessary for a member of staff or volunteer to make an emergency personal call or text, then party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- The school office will hold all emergency contact numbers of parties attending the trip and will make contact with family members should there be an emergency relating to a child or adults attending the trip
- The mobile phone should be used in an emergency to contact the police, fire service or ambulance service.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting role models for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. camera or tablet, without the express permission of the party leader. Volunteers are not permitted to use their mobile phone to provide unofficial updates to other parents etc during or after the trip. All official updates will be provided via the school from the Party leader.
- The party leader will use a school IPAD to take photographs or video footage. Volunteers may also be asked to take photographs of their group using a school or centre device – this must be passed back to the party leader at the end of the trip.
- The party leader will ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The party leader undertakes to ensure that these numbers or not held on any mobile device or in any written form after the end of the trip.
- It is advised that if the party leader is using his or her own mobile phone and they need to contact anyone during the trip (except the emergency services and school) then they do so

by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) or by withholding your caller ID before the number so that their own number remains protected.