



Charles Saer Primary School

Mobile Phone Policy

2025-2026

DSL and Headteacher	Mrs Helen Willott Headteacher
Deputy DSL's	Heather Davies – DHT Miss Helen Deaville – SENCO Miss Sonia Lemon – Family Support Mrs Laurie Webb
Safeguarding Governor / Chair of Governors	Catherine Joiner – Chair of Governors
Last Updated	December 2025
Approved by the Governing Body/Board	
Date to Review	July 2027

Introduction and Aims

At Charles Saer Community Primary School, the welfare and well-being 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.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, 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 Policy
- Anti-Bullying Policy
- Child on Child Abuse Policy
- Data Protection Policy
- Low Level Concerns Policy
- Managing Allegations Made Against Staff Policy

Code of conduct

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.
- Emergency, contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g., in a drawer, handbag or cupboard) during classtime.
- Mobile phones should not be used in a space where children are present (e.g. teacher's desk, classroom, playground, corridors, hall).
- Use of phones (Inc. receiving/sending texts and emails) should be limited to non-contact time only when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative, emergency doctors telephone appointment), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call. This should then be taken where children are not present
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPods.
- Personal mobile phones should not be used to upload images onto social media sites e.g. Facebook, X etc. Use school phone, teacher ipad or school computer/laptop only.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Personal mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office unless an emergency arises outside of school hours. In this instance your personal number must be anonymised.
- Where parents are accompanying trips, they are informed not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We 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 in school and can provide a means of bullying or intimidating others. Therefore, pupils are not permitted to have mobile phones at school or on trips.

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school; the parent must:

- discuss the issue first with their child's teacher.
- the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk). Alternatively, the phone can be left with staff in the school office.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene and will discuss the issues with all parties concerned.

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. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

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.

We might allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own without the consent of the children's parents.

Related policies:

This policy should be read in conjunction with...

- Safeguarding Policy
- Child on Child Abuse Policy
- Photography Policy
- Anti-bullying Policy
- Data Protection Policy
- Low Level Concerns Policy
- Managing Allegations Made Against Staff Policy

December 2025