



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

MOBILE PHONE USAGE

A STATEMENT OF POLICY

Approved by	FGB
Portfolio	Safeguarding
Approved on	Autumn 2026
Review date	Autumn 2027
Review Cycle	1 year

Signed: _____

Date: _____

Mobile Phone and Personal Device Policy

Primary School and Preschool Setting

1. Purpose

This policy sets out clear expectations for the use of mobile phones and personal electronic devices across the school and preschool. It aims to safeguard pupils, protect staff, support a calm learning environment, and ensure compliance with DfE guidance on behaviour, safeguarding, and data protection.

2. Scope

This policy applies to:

- Pupils (preschool and primary)
- All staff (teaching, support, administrative, and leadership)
- Volunteers and students on placement
- Governors
- Contractors and visitors

It covers all mobile phones, smart watches, tablets, and any device capable of taking photographs, recording audio/video, or accessing the internet.

3. Key Principles

- Safeguarding is paramount; no device should compromise pupil safety.
 - The school environment must remain distraction-free and conducive to learning.
 - Personal data must be protected in line with UK GDPR.
 - Adults must model safe, responsible, and professional behaviour.
 - The school reserves the right to restrict or confiscate devices where necessary to maintain safety and order.
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4. Pupils (Primary and Preschool)

4.1 Preschool Pupils

- Preschool children must **not** bring mobile phones or personal devices onto the premises.
- Any device brought in accidentally will be stored securely and returned to the parent/carer at collection.

4.2 Primary Pupils

- Pupils are **not permitted** to use mobile phones or personal devices during the school day, including break and lunchtime.

- Pupils who need a phone for safety when travelling to/from school must hand it in at the school office on arrival and collect it at the end of the day.
 - Phones must be switched off before entering the school grounds.
 - Smart watches with messaging, calling, or recording functions are not permitted. Basic digital watches are allowed.
 - Any unauthorised use will result in confiscation until collected by a parent/carer.
 - Taking photos, videos, or audio recordings on school grounds is strictly prohibited.
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5. Staff

5.1 General Expectations

- Staff must keep personal phones **switched off or on silent** and stored out of sight during teaching time, playground duty, and when supervising pupils.
- Personal phones must **not** be used in the presence of pupils unless in an emergency and with senior leadership approval.
- Staff must **never** use personal devices to photograph, film, or communicate with pupils.
- Staff must not use personal messaging apps (e.g., WhatsApp) to communicate with parents or pupils.
- Staff may use school-issued devices for work-related communication and recording.

5.2 Breaks and Non-Contact Time

- Personal phone use is permitted in staff-only areas (staffroom, offices) during breaks or non-contact time.
- Staff must ensure no pupils can view screens or overhear sensitive information.

5.3 Safeguarding and Data Protection

- Staff must follow KCSIE guidance and report any concerns about inappropriate device use immediately.
 - Personal devices must not be used to store or transfer school data.
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6. Volunteers, Governors, Visitors, and Contractors

- All adults on site must follow the same expectations as staff.
 - Personal phones must be kept out of sight and not used in areas where pupils are present.
 - No photos, videos, or recordings may be taken on personal devices.
 - Contractors working in isolated areas may use phones for operational purposes but must not photograph pupils or share images of the site.
 - Visitors attending events (e.g., assemblies) may take photos only where the school has explicitly permitted it and where no safeguarding restrictions apply.
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7. School Events, Trips, and Performances

- The school will communicate clearly when photography is permitted.

- Staff will use school-owned devices only.
 - Parents/carers must not share images of other children on social media.
 - On trips, pupils' personal phones remain prohibited; staff carry school devices for communication and emergencies.
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8. Cyber Safety and Online Conduct

- All adults must model responsible digital behaviour.
- Staff must not post images, videos, or information about pupils or the school on personal social media.
- Pupils must follow the school's Online Safety Policy and Acceptable Use Agreements.

Cyberbullying and Peer-on-Peer Abuse

- The school recognises that mobile phones and personal devices can be used as a platform for cyberbullying and other forms of peer-on-peer, whether on or off site will be treated as a safeguarding concern in line with KCSIE and the school's Behaviour and Safeguarding Policies. This includes messaging, image sharing, social media activity, and any online behaviour that causes distress or poses a risk to another child. All incidents will be recorded, investigated, and responded to proportionately, with support provided for both the child harmed and the child responsible. Where necessary, external agencies may be involved.
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9. Confiscation and Sanctions

- The school may confiscate a device if it is used in breach of this policy.
- Confiscated devices will be stored securely and returned to a parent/carer.
- Serious misuse (e.g., recording others, sharing images, accessing inappropriate content) will be treated as a safeguarding concern and may involve external agencies.
- Sanctions for pupils will follow the school's Behaviour Policy and DfE guidance on reasonable and proportionate responses.

Legal Basis for Searching and Confiscation (Education Act 2011)

- In accordance with the Education Act 2011, the school has the legal authority to search for and confiscate mobile phones and personal electronic devices where there is reasonable suspicion that they have been used in breach of school rules or pose a safeguarding risk. Confiscated devices will be stored securely and returned to a parent or carer. In cases involving serious misuse, such as recording others without consent, sharing images, or accessing inappropriate content, the school may examine the device and take further action in line with statutory safeguarding duties.
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10. Monitoring and Review

- The Senior Leadership Team will review this policy annually or sooner if DfE guidance changes.

- The school will ensure all staff, volunteers, governors, and contractors are aware of the policy and receive updates as needed.
 - Compliance will be monitored through routine safeguarding and behaviour reviews.
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11. Communication

- The policy will be shared with parents/carers, included in induction for staff and volunteers, and available on the school website.
 - Pupils will be taught about safe and responsible device use as part of the curriculum.
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