



St Francis Church of England Voluntary Aided Primary School

Mobile Phone and Recording Devices Policy

Policy written by: ICT Leader

Agreed by: Full Governing Board

Date written	January 2020
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Version No	Date	Description of changes and person /organisation responsible
V1.0	January 2020	Policy Adopted
V1.1	January 2023	Reviewed: Remit broadened to include Smartwatches and other electronic devices rather than just mobile phones. Explicit information added to mandate that mobile phones and electronic devices are not to be switched on whilst on school premises. A Dunsdon
V1.1	January 2024	No Changes. Reviewed and ratified
V1.2	May 2024	Updated: Policy updated to include school vision
V1.5	June 2026	Reviewed, amended and ratified

Policy Document Version Control Log

Policy: Mobile Phone and Recording Devices Policy		
Version	Date	Description of changes and person/organisation responsible
V1.3	May 2024	Inclusion of school vision
V1.4	March 2025	Unchanged
V1.5	June 2026	Remit broadened to include smartwatches and other such wearable devices.

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1. Introduction and aims

Underpinned by our school vision, 'Love your neighbour as you love yourself' (Matthew 22:39) at St Francis we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The ESafety lead is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors will ratify this policy every time it is reviewed

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The head teacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01793 727624 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones or any other electronic device to process personal data, or any other confidential school information.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones or any other electronic device to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Members of staff may be permitted to use the mobile phones for secure access to CPOMs for the purpose of adding or reading any alerts as necessary.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones and other electronic devices by pupils

Pupils are allowed to bring mobile phones into school when their parents have sought and obtained permission from school. Upon arrival at school, pupils must turn their phones off and present them to their class teacher for safe keeping.

Mobile phones will be returned to pupils at the end of the school day but must not be turned on until children are no longer on the premises.

Under no circumstances should mobile phones be used to take photographs of anyone within school grounds.

Pupils must adhere to the above policy. If a pupil is found to be in breach of this policy the permission to have the mobile phone in school will be reviewed by the head teacher.

Smartwatches and other wearable devices with any camera, audio recording, video recording, messaging, internet access, or data transmission functions are not allowed in school.

5. Use of mobile phones and other recording devices by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones or smartwatches in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone or smartwatch to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones and other electronic devices which are capable of either connecting to the internet or recording images / footage to school must ensure that phones are appropriately labelled, and are presented to their class teacher for safe storage.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school may take into account:

- Feedback from parents and pupils

- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1

Permission form allowing a pupil to bring their phone / other electronic devices to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

My child _____ has a requirement to bring his / her mobile phone to school because he / she :

- Travels to and from school alone
- Is a young carer

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

- Upon arrival at school pupils must turn their phones off and present them to their class teacher for safe keeping.
- Mobile phones and other electronic devices which can connect to the internet will be returned to pupils at the end of the school day but must not be turned on until no longer on the school premises.
- Under no circumstances should mobile phones be used to take photographs of anyone within school grounds.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____

Pupil: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	