



# Mobile Phone Policy

<b>Ratified:</b>	<b>February 2026</b>
<b>Chair of Governors:</b>	<b>Marie Linnane</b>
<b>Review:</b>	<b>February 2028</b>

## **Aim**

Cuffley Primary School is committed to safeguarding and promoting the welfare of children. The safety and well-being of our children 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.

## **Responsibility**

This policy applies to all individuals who have access to personal mobile phones on site. This includes children and young people, parents, carers, staff, governors, volunteers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

Child Protection Policy

Anti-Bullying Policy

Whistleblowing Policy

Online Safety Policy

Staff Code of Conduct

## **Children**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping children 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.

Our policy is that:

- Children should **not** bring mobile phones into school.
- Phones must **not** be taken on school trips/visits
- Children are **not** permitted to bring in any other communication devices, such as smart watches, that could be used to record sound or images or send or receive messages.

Breaches of the above conditions could lead to the school confiscating the device.

Where mobile phones are used out of school to bully or intimidate others, then the Headteacher and senior leadership team have the power to intervene “to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site” (section 89(5) of the Education and Inspections Act 2006). The Department for Education guidance allows school staff to search a pupil’s phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone because of someone's ethnicity, religious beliefs or sexual orientation

### **Parents/carers**

While we would prefer parents not to use their mobile phones whilst on the school site, we recognise that this would be impossible to regulate, as many parents see their phones as essential means of communication at all times. We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

Mobile phone use is **not** permitted when parents or carers are inside the school building without express permission.

We appreciate that parents will want to photograph or video school events such as assemblies or sports day using their mobile phones, but this is on the understanding that parents do not publish images (e.g. on social networking sites) that include any children other than their own. It is not permissible for parents to take photographs or videos at any other time on school premises.

Staff may challenge parents/carers, or any other visitor to the site, who use their mobile phone whilst children are present. This will then be reported to senior staff and dealt with in accordance with the appropriate school policies.

### **Staff (also refer to staff Code of Conduct)**

The Headteacher and members of the senior leadership team will have their phones with them at all times to ensure they can be contacted and able to react quickly to any incident that occurs within the school.

Other members of staff should follow the expectations below:

- Staff should have their phones on silent or switched off during class/contact time.
- Staff are not permitted to make/receive calls/texts during contact time with children.
- Use of personal phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present, e.g. in office areas, staff room, empty classrooms or outside away from pupils.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads where possible. If recordings/photographs are taken on a member of staff's mobile phone, these should be deleted by the end of the school day.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. Staff should speak to the Headteacher or Line Manager who will decide on a case-by-basis whether to allow for special arrangements, for instance:

- For emergency contact by their child, or their child's school.
- In the case of ill dependents or family members. (If special arrangements are not appropriate then emergency contact should be made via the school office).

Staff should report any usage of mobile devices that causes them concern

## **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. Reminders of school's expectations of mobile phone use on school site are displayed at the school office and around school

## **GDPR and AI**

Cuffley Primary School complies with UK GDPR and the Data Protection Act 2018. Personal or sensitive data—including photos, videos, audio, pupil work or any identifiable information—must not be stored, processed or entered into AI-enabled apps or tools on personal mobile phones or smart devices.

Staff, parents, volunteers and visitors must not use mobile devices or AI applications to upload, analyse or handle data relating to pupils or staff. Any accidental capture of personal data on a personal device must be reported immediately through the school's Data Protection and Online Safety procedures.