



POULTON ST CHAD'S

CHURCH OF ENGLAND PRIMARY SCHOOL

LOVE LEARNING. LOVE GOD. LOVE ONE ANOTHER.

Mobile Phone Policy

Issue Number	Date	Author	Approver	Changes
1	February 26	Mr Blackburn	R.Hayton Chair of Governors 20.3.26	Newly Written

Our Mission Statement

At Poulton St Chad's, we believe every child is a gift from God, blessed with their own gifts and talents. It is our mission to ensure children are safe, happy and can thrive. We aim to give our children a love for learning through our engaging curriculum and enrichment opportunities; a love for God within our distinctly Christian setting and a love for one another through our nurturing environment and inclusive relationships.

Every day we are guided by our biblical root: "Let all that you do be done in love." (1 Corinthians 16:14) and by our school motto: LOVE LEARNING. LOVE GOD. LOVE ONE ANOTHER.

Review Date: January 2027

Rationale

The use of mobile phones, particularly with the advent of increasingly sophisticated equipment and camera phones, presents problems in school including:

- Mobile phones can be valuable items and might render a child vulnerable to theft;
- Mobile phones (and their cost and level of sophistication - or otherwise) can make children objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
- Even when apparently silent, the use of mobile phones for texting purposes could be potentially undermining of classroom discipline and distract the child's learning.
- Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

Children

As a school we accept that it is not realistic to have a policy which completely prohibits children from having mobile phones in school but, our policy strictly prohibits the unauthorised use by children of mobile phones while on school premises, grounds or off-site activities. School advises all parents to discourage children from bringing mobile phones to school.

The 'children' referred to in this policy are children in Year 5 and Year 6 only. All other children must not bring mobile phones to school. Parents and children in Year 5 and Year 6 will need to complete the '**Mobile Phone Use – Year 5 and 6 Pupil Code of Conduct**' agreeing to the school's mobile phone use code of conduct which will be kept on file for the academic year. A copy of the Code of Conduct can be found at the end of this policy.

Once the Code of Conduct has been completed, children may bring a mobile phone into school under the following strict conditions and guidance:

- There is a legitimate reason e.g. the child regularly walks home on their own.
- The phone must remain switched off during the school day and may not be used for any purpose (phoning, texting, internet searches, taking photos, checking the time, taking videos) on school premises or during school activities (such as school visits, swimming, sports activities).
- The individual child must hand the phone in to their class teacher (or equivalent adult) as soon as possible at the start of the school day. It will remain stored safely until the end of the school day, where a member of staff will hand the phone back to the individual child.
- The school accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- The camera on the phone is never used by a child to take photographs or video on school premises.

- Should parents/carers need to contact children in an emergency during the school day, or vice versa, this should be done following the usual school procedures: via the school office not using the mobile phone.
- Where a child is found to be using or in the possession of a mobile phone without permission, the phone will be immediately confiscated by a senior member of staff and will be securely stored in the main school office. An adult will be required to collect the phone at the end of the school day.
- The right to bring mobile phones onto school premises will be revoked (either temporarily or permanently) if a child fails to follow the rules outlined in the 'Mobile Phone Use – Year 5 and 6 Pupil Code of Conduct'.
- If a child is found taking photographs or video footage with a mobile phone of either other children or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- If images of other children or teachers have been taken, the child's parents will be contacted and asked to discuss the matter with the Head Teacher. The phone will not be returned to the child until the images have been removed by the child in the presence of a teacher and their parents.

Appropriate sanctions will be actioned for any child in breach of rules for mobile phone usage. School is permitted to confiscate phones from children who do not follow the 'Pupil Code of Conduct'. If confiscated, the mobile phone will be held in the school office and returned at the end of the school day. In instances where mobile phones are confiscated, records of the confiscation will be recorded on CPOMS by the member of staff involved.

Staff

Mobile phones should be switched off and left in a safe place during lesson times and should only ever be used in emergency purposes. The school cannot take responsibility for items that are lost or stolen. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, they should use the school telephone in the office unless advised otherwise by a member of the school leadership team.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. Furthermore, as part of the safeguarding policy, with regard to camera phones, a member of staff must never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

If staff are out on educational visits, then a personal mobile phone may be taken but must be kept out of sight. The phone should only be used in situations to inform the base contact at school of key information (emergency situations, delays in returning to school) who can inform parents where necessary.

If staff are required to use their personal phones as part of the 2-step authentication log in for CPOMS then they should not do this when children are present. Staff should also be

aware that if they log on to the school WIFI on their mobile devices, then their search history will be monitored under our internet safety policy.

Staff are not to use their mobile phones in meetings as a recording device. If there is a need to take a mobile phone into a meeting, this must be declared at the start of the meeting.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the staff disciplinary policy.

Parents, Visitors or Volunteers

Parents, visitors or volunteers either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils. Parents, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Mobile phones should never be used by parents, visitors or volunteers when children are present.

Personal cameras and mobile phone cameras should not be used to take pictures of children. This extends to smart watches and cameras/recording equipment. If adults who accompany children on a school trip or visit are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera / IPAD. Parents accompanying children on school trips must not use their mobile cameras to take pictures of children.

Parents are permitted to take photographs at events such as sports day or performances with the headteacher's agreement. They are reminded that these should not be published on social media and photographs and videos should only be taken of their individual child.

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 will consider:

- Feedback from parents/carers and pupils.
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Any relevant advice from the Department for Education, the local authority or other relevant organisations.



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Mobile Phone Use – Year 5 and 6 Pupil Code of Conduct 2025-26

Child's Name: _____

Class Teacher: _____

Year Group: _____

I give permission for my child to bring a mobile phone to school. I am aware that the school accepts no liability for the loss or damage of any devices and accept that my child must abide by the following key principles when on school premises:

- The phone will remain switched off and out of sight during the school day. Upon entering the school building, the mobile phone must be handed to the class teacher, where it will be stored in an appropriate, safe place throughout the duration of the school day.
- The class teacher (or the person assuming that responsibility) will return the mobile phone at the end of the school day.
- My child is responsible for the security of their phone when travelling to and from school.
- The phone must not be used for any purpose whilst on school premises (indoor and outdoor) or during school-based activities (school visits, swimming, sports and social events).
- The camera on the phone must never be used by a child to take photographs or video on school premises. If a child is found taking photographs or video footage with a mobile phone of either other children or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- If images of other children or teachers have been taken, the phone will not be returned to the child until the images have been removed by the child in the presence of a teacher. The child's parents will be contacted and asked to discuss the matter with a member of the leadership team.
- Should I as a parent/carers need to contact my child in an emergency during the school day this will not be done via the mobile phone. All contact will be made following the usual school procedure: the main school office.
- If my child is found to be using or in the possession of a mobile phone without permission, the phone will be confiscated by a senior member of staff and will be stored in the main school office. An adult must collect the phone at the end of the school day.
- I accept that the right to bring a mobile phone onto school premises will be withdrawn if my child fails to follow the rules of use.

Signed: _____ (Parent)

Date: _____

Signed: _____ (Child)

Date: _____