

Safe Mobile Phone Use Policy

St Peter's CE Primary School

1. Purpose

This policy sets out the safe and responsible use of mobile phones within St Peter's CE Primary School. The aim is to:

- Safeguarding pupils, staff, and the wider school community
- Ensure mobile phones do not disrupt teaching and learning
- Clarify responsibilities for staff, pupils and parents
- Support a culture of safety, respect and digital responsibility

2. Scope

This policy applies to all staff, children, visitors and parents on the school premises, during school trips, and at school-related activities.

3. Principles

- The safeguarding of pupils is paramount
- Mobile phone use must not compromise child protection, teaching or professional conduct.
- All use of phone must follow the school's Safeguarding Policy, On-line Safety Policy and Data Protection Policy.

4. Expectations for Staff and Visitors

- Staff must keep personal mobile phones switched off or on silent during teaching hours and stored securely.
- Staff should only use mobile phones:
 - In designated staff-only areas (e.g. staffroom, office).
 - For professional reasons authorised by senior leadership
- Staff must never use personal phones to photograph, video or contact pupils. School devices must be used for such purposes.
- Staff must report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL)

- Supply/relief staff and visitors will be made aware of this policy and are expected to comply fully.

5. Expectations for Pupils

- Pupils are not encouraged to bring mobile phones to school.

Where there is a genuine need (e.g. travel safety for older pupils) phones must be:

Handed in to the school office or class teacher on arrival

Collected at the end of the school day

- Phones must not be used during school hours, on trips, or in after-school clubs unless expressly permitted by staff.
- Any misuse of mobile phones e.g. taking photos, inappropriate messages, accessing social media) will be treated as a safeguarding concern and addressed in line with the Behaviour Policy.

6. Expectations for Parents and Carers

- Parents and carers should not use mobile phones within classrooms, during assemblies, or when volunteering in school and endeavour to avoid using their phone when entering the school grounds during the school day including the playground and school entrances.
- Parents must not take photos or videos on school premises without prior permissions from school leadership.
- Communication with children during the school day should be directed through the school office, not by contacting children directly on their phones.
- Parents are responsible for ensuring children use phones safely and responsibly outside of school, including social media and messaging apps.

7. Safeguarding and Data Protection

- The use of mobile phones must not compromise child protection or confidentiality.
- No personal or identifying images of children should be shared via personal devices
- The school will educate children about safe and responsible mobile phone use through the Computing and PSHE curriculum.
- Any safeguarding concerns involving mobile phones (e.g. bullying, grooming, inappropriate content) will be reported to the DSL and dealt with under safeguarding procedures.

8. Breach of Policy

- Breaches by pupils will be dealt with in line with the Behaviour Policy and may include confiscation.
- Breaches by staff or visitors will be treated seriously and may result in disciplinary action in line with the Staff Code of Conduct.

9. Review

This policy will be reviewed annually, or sooner if new safeguarding guidance or technology changes arise.