Mobile Phone Use Policy

Date Implemented: February 2026
Review Date: February 2029
Approved By: Headteacher

1. Purpose

This policy outlines the appropriate use of mobile phones on school premises to support our commitment to safeguarding all children in our care. Although we are an infant school and pupils do not carry phones, this policy is essential to protect children who may be present on-site outside of teaching hours, such as those attending clubs or the children of staff members.

This policy applies at all times when children are on-site, including before and after school, during clubs, and holiday activities.

2. Scope

This policy applies to:

- All school staff
- Parents, carers, and visitors
- Volunteers, contractors, and external providers

3. Staff Mobile Phone Use

- Personal mobile phones must be switched off or placed on silent and kept out of sight during the school day.
- Personal phone use is not permitted in areas where children are present.
- Personal calls or texts must be made outside the school building, or in a staff-only area such as the staff room or classroom, and never in the presence of children.
- Staff are not permitted to use personal phones to take photos, videos, or recordings. Only school-issued devices should be used for this purpose, in line with safeguarding procedures.
- In cases of emergency or family need, a member of SMT must be informed in advance if a staff member needs to keep their phone accessible.

4. Parents, Carers, and Visitors

- We respectfully ask all visitors to avoid using mobile phones on the school premises, especially during drop-off, pick-up, and school events.
- Photographs or recordings on-site are not permitted without the express permission of the Headteacher.
- If a call must be taken, we ask that it is done outside the school premises.
- Visitors failing to comply with this policy may be asked to leave the premises.

5. Breaches of Policy

- Staff using personal phones inappropriately may face disciplinary action under the school's Staff Code of Conduct.
- Visitors and contractors who breach this policy may be restricted from attending future events or accessing the school site.
- Parents who breach this policy may be restricted to access the school site.

6. Monitoring and Review

This policy will be reviewed every three years or sooner if safeguarding guidance, school operations, or legislation changes. Any updates will be clearly communicated to all staff, parents and visitors.