College Road
Primary School

MOBILE PHONE POLICY

March 2026

1 INTRODUCTION

Mobile phone technology has advanced significantly - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

2 AIM

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

3 SCOPE

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes school staff, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

4 POLICY STATEMENT

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas situated within the setting must be adhered to, and signs are displayed throughout these areas. 'Mobile free' areas are those which are considered to be the most vulnerable and sensitive, and include:

- Class rooms
- Cloak rooms

- changing areas
- children's toilets
- any work room or area where children are present

A zero-tolerance policy is in place with regards to the **use** of personal or work-related mobiles by any individual in these areas.

5 CODE OF CONDUCT

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.
It is therefore ensured that all school staff:

- have a clear understanding of what constitutes misuse.
- are vigilant and alert to potential warning signs.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.
The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all school staff.

6. PROCEDURES

6.1 Personal mobiles

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

No staff at College Road are permitted to use their mobile phone when in one of the mobile-free areas, but they may keep their phone on them for the purposes of emergency communication in the event of a lockdown; however they are permitted to have them about their person and to use them in designated areas during allocated lunch and break times (although not when on playground duty) and before and after school.

All ‘mobile free’ areas and times must be observed.

Staff at College Road are **NOT** permitted, in any circumstance to use their phones for taking, recording or sharing images, unless agreed with the headteacher, particularly when children are on a residential trip. In this instance it will be for the purpose of sharing with parents on class dojo. Images must be deleted in the presence of the Headteacher or the Senior Administrator immediately after the trip.

Staff at College Road are **NOT** permitted to use their own personal phones for contacting children, young people and their families on school business and related issues within or outside of the school, except in emergency situations such as when returning late from school trips etc.

Children at College Road are **NOT** permitted to have their phone about their person. Any phones found on children will be confiscated and parents informed. Older children may walk to school on their own, so carry a phone for safety reasons. These are handed in to their teacher upon arrival at school and kept safely in the school office until the end of the school day.

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. These areas are clearly indicated by signs around the school. Staff are asked to challenge people breaking this rule and ask them to go to acceptable mobile use areas. Any concerns about this aspect of the policy need to be reported immediately to the headteacher. **Parents, visitors and contractors** will be informed of the content and scope of this policy and it will be made available in the school office and on the school website.

Visitors to the school during normal school teaching time (between 8.45am and 3.15pm) who either have access to children or are working in areas where children are present must surrender their mobile to the staff member on duty in the school office who will lock it away in a secure place.

In exceptional circumstances this procedure can be overruled at the discretion of the Headteacher or the senior staff member in charge of the school, i.e. for an on-duty police officer, social worker, nurse on call etc. However, provision can be made for the person looking after the phone to take any important messages that need to be taken.

Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Work mobile phone

The use of a designated work mobile is promoted as it is:

- an essential part of the emergency toolkit which is taken on off-site trips.

- an effective communication aid, enabling text, email messages and calls to be made and received.
- a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the work mobile, which is password protected, and stored securely when not in use.

Personal calls are not permitted to be made on the work mobile, other than in agreed exceptional circumstances. Contact or calls can be made via the work mobile in the event of an emergency. All calls are logged.

The work mobile is clearly labelled as such, and additional features such as cameras are disabled or not available/used.

Driving

If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommend that school staff follow the same procedures regarding their own personal mobile phones.

Under no circumstances should school staff drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

Safe storage

A designated safe and secure area for school staff (and children, where applicable) to store their personal belongings during the working day is available. School staff have the **option** to store their mobile phones in this area, should they choose. This however is not a mandatory requirement. Staff may carry their phone on their person for the purposes of communication in the event of a lockdown.

School staff leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

Emergency contact

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

School staff, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work. Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.
The reliance on an answer phone is avoided except for times outside of the setting operating hours or should children be taken off the premises on a trip. The answer phone is always checked promptly on opening or return.

I can confirm that the governors of College Road Primary School have adopted this policy as their own.

Chair of Governors	**Headteacher**
Sign……	Sign…….
Print……	Print……
Date ……..	Date ……..

This policy will next be reviewed in March 2029.