



St Leonards

C of E Primary School

Mobile Phone Policy

This policy was written in:	September 2025
To be reviewed:	September 2028
By:	Kay Proctor & Sally Walsh

‘A new commandment I give you: love one another. As I have loved you, so you must love one another.’

John 13:34

With God’s help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God’s wondrous, diverse world.
- We will be inspirational by following Jesus’ example, making a positive difference in the lives of others through love.

Introduction

At St Leonard's CE Primary School the safety and welfare of our pupils is our first priority. This policy outlines the acceptable use of mobile phones at St Leonard's School in the context of safeguarding, which permeates everything we do and say. We recognise the vulnerability of our children and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

Aims

The policy aims to:

- Ensure that there is clear and shared understanding of, and adherence to its principles of by all stakeholders and visitors (including contractors, kitchen staff, cleaners)
- Raise the awareness of all staff (including students on placement, volunteers and those from Supply Agencies) of the crucial role of safeguarding in all areas of school life
- Alert staff members to the potential for predatory behaviour in a range of contexts through various means and ensure increased vigilance
- Secure an environment in which children (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes.

Key principles which underpin this policy

- Every child has a right to be valued as an individual and treated with dignity and respect
- The safeguarding of children is of paramount importance
- All children have a fundamental right to be protected from harm
- Every staff member is accountable for the safeguarding of our children

Mobile phones – Staff - acceptable use

We recognise that mobile phones play an important part in the lives of a significant majority of adults and, when used as they are intended, can bring substantial benefits.

We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children's right to dignity, privacy and respect and a desire to exploit. They also have the potential to distract staff from their work with children.

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device ...

- Is used only in the staffroom, outside of the school gate, or (in exceptional circumstances) in office spaces

- Is used to access school reporting and recording systems i.e. CPOMS, Sims, Class Dojo
- Is stored in a secure space away from children
- Only used during break times and at either end of the school day
- Is not used as a point of contact by relatives, friends, child's school, GP, etc (except in exceptional circumstances agreed by a member of the SLT)
(Staff must ensure that all potential contacts have the school landline number so that contact can be made directly to the school office)
- When off-site, designated members of the group will be allowed to use a personal mobile phone for emergency contact with the school, with each other or with the emergency services. In this context, phones will not be used to make or receive personal calls
- The above information is shared with new staff members as part of the induction process.
- Is not used to take photographs or store any images of pupils.
- In the event of an emergency lock down, class teachers or the person in charge of the class is allowed to use their mobile phone to alert an SLT member of the absence of a child/children.

Mobile phones – Visitors (including parents, professionals, contractors)

- Visitors may bring mobile phones on to the school site but, when visiting the school, are asked to switch them off and place them out-of-sight until they leave the building and have exited the school gate.
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and asked to end the call, ultimately if this is refused they will be asked to leave the premises.
- Where possible, all visitors are made aware of the mobile phone policy in advance either through written or verbal communication (e.g. for parents this may be in 'New Starter' documentation, school newsletters, website etc)
- Where possible contractors are asked to visit school when pupils are not present, however if this is not possible and they are required to have their mobile phone to hand in order to convey live information to their line manager or head office they will seek prior permission to do so. When using their phone, if unaccompanied, contractors must go to the safe area (front entrance area to school or outside the front entrance) or leave site.
- The use of personal mobiles to take photographs of children or of staff is strictly prohibited.

Roles and responsibilities

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

Senior leaders will investigate the detail surrounding reported incidents and take action accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

Mobile phones – Pupils

We recognise that mobile phones are regularly used when out of school for pupils' safety whilst walking to and from school where permitted. The risk of a mobile phone being brought into school and being lost / damaged/ used inappropriately is huge and is done so at your own risk. Please see the following information about mobile phone procedures.

- Permission must be given by the bursar via email or dojo meaning staff know which children have brought a mobile phone into school
- Pupils hand in the mobile phone to the class teacher on arrival for storage in school classroom cupboard.
- Phones will be handed back at the end of the day.
- Phones cannot be used until off the school grounds.