



Cadland Primary School

Mobile Devices Policy

This policy should be read in conjunction with the Safeguarding Policy,
Child Protection Policy, Behaviour Policy, Acceptable Use Policy
and Staff Code of Conduct.

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Contents

1	Introduction and aims	2
2	Roles and responsibilities	3
3	Use of mobile devices by staff	3
3.1	Personal mobile devices	3
3.2	Safeguarding	3
3.3	Sanctions	4
4	Use of mobile devices by children	4
4.1	Unacceptable Uses	4
4.2	Sanctions	5
5	Use of mobile devices by parents, volunteers and visitors	5
6	Loss, theft or damage	6
7	Monitoring and review	6
8	Parental Consent Form	7

1. Introduction and aims

At Cadland Primary School, we recognise that mobile devices are an important part of everyday life for our children, parents and staff. Such devices are changing the way and speed in which we communicate, and can provide security and reassurance as well as playing a notable role in socialising with friends and engaging with the world. However, there are also associated risks and there is the potential for mobile phones to be misused in and out of school. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

We recognise 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 images of pupils/staff to other mobile phone users or to social media, resulting in harassment or bullying. It can be very difficult to detect when mobile devices are present or being used, particularly in relation to cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. In addition, these concerns are not exclusive to children and young people, hence there is a duty to protect the needs and vulnerabilities of all.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use in order to safeguard all members of our school
- Set clear and robust acceptable use guidelines for the use of mobile devices for children, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile devices in school, such as (but not limited to):

- Risks to safeguarding & child protection, including cyber bullying
- Data protection issues
- Risk of theft, loss, or damage

Throughout this policy any reference to mobile devices includes mobile phones, iPads and other similar tablets, plus wearable technology with camera capabilities such as smart watches.

2. Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

The Designated Safeguarding Lead is responsible for monitoring and reviewing the policy at least every three years (but more frequently if required) and for holding staff and children accountable for its implementation.

3. Use of mobile devices by staff

3.1. Personal mobile devices

This guidance should be seen as a safeguard for members of staff and the school.

Mobile devices should not be visible whilst working in class and/or with children, and should be set to silent or switched off. The school cannot take responsibility for items that are lost or stolen.

Use of personal mobile devices must be restricted to PPA time, and to areas of the school where children are not present (such as the staff room, resources room). Staff must ensure that mobile devices are password protected/locked so that they are not accessible by anyone other than themselves and are kept somewhere safe to prevent damage or theft.

We recognise that the camera quality of mobile phones is superior to that of the school digital cameras, and also that on school trips and activities, staff members will have easy access to their personal mobile phones as part of emergency contact procedures. For these reasons, members of staff may use their phones to take photographs of children in an education context but these images must be deleted at the earliest opportunity (including from the recycling bin, personal email if used to send images and cloud storage) i.e. upon return to school, once photo is saved on shared drive.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during teaching/class time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For medical reasons

A member of Senior Leadership Team (SLT) will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number 023 80892341 as a point of emergency contact.

3.2. Safeguarding

Staff must refrain from giving their personal contact details to parents or children, including connecting through social media and messaging apps.

Staff **must avoid** publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or children. Staff are encouraged to consider having user names that cannot easily identify them as well as ensuring their profiles are made private.

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Refrain from using their phones to contact parents. If necessary, contact should be made via the school office (unless in unusual circumstances which has been agreed with SLT), in which case the private number must be withheld before starting the call.

3.3. Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile devices by children

Cadland Primary School recognises that parents/guardians may wish for their child to have access to a mobile device for communication purposes – particularly for children who walk to/from school by themselves. Only children who walk to or from school independently (unaccompanied by an adult) are permitted to bring mobile devices to school.

The mobile device must be switched off and handed over to the class teacher for safekeeping at the start of the school day. Devices will be stored in a locked drawer/box in the classroom and will remain there until the end of the school day.

The device may not be accessed during the day. It may also not be used for any purpose on school premises or during off-site school activities such as school swimming, or sports activities.

Parents must give permission for their child to bring the device to school via Arbor or a signed form (see page 7 for written consent document). Classroom staff will have an up-to-date list of who, in their class, has given consent.

Children may wear fitness tracker/pedometer style watches to school, but any watch with camera/mobile phone functions or capabilities will be classed as a mobile device and will be handled according to points noted above.

Children who do not walk unaccompanied to or from school should not bring any mobile devices (including phones, smart watches and tablet devices, etc.) to school.

Cadland Primary School recognises that some pupils may require access to their mobile phones during the school day for medical reasons. These exemptions will be dealt with, by the Headteacher, on a case-by-case basis.

4.1. Unacceptable Uses

Unless express permission is granted by the Head Teacher, mobile devices should not be used to make calls, send text messages, access the internet, take photos or use any other application during school time.

Use of social media sites to harass or bully children or adults is unacceptable.

Children are not permitted to bring mobile devices on school trips, residential visits, camps or extracurricular activities.

4.2. Sanctions

Where a child is found to be in unauthorised possession of a mobile device, the phone will be confiscated. The child's parent will be notified and will be asked to collect the device from the school office.

If it is believed a child has taken pictures/videos or sent messages during school time, the parent(s) will be notified and the child will be asked to delete these with both parent and staff present before leaving the school grounds.

This policy is linked into the school's behaviour policy. The school will treat breaches as they would treat any other breach of school rules and sanction accordingly.

5. Use of mobile devices by parents, volunteers and visitors

Parents, volunteers and visitors, including governors and contractors, must adhere to this policy if they are on the school site during the school day.

Parents/adults, visitors or volunteers in school **should not**:

- take pictures or recordings of children, unless attending a public event such as assemblies, sports day, school fair
- deliberately take photographs or videos of any children who are not their own children
- add photos of groups of children onto any social media sites, as there are children in our school for whom this is not permitted
- use phones in lessons, or when working with children

Parents, visitors and volunteers will be informed of the rules for mobile device use when they sign in at reception. They will also be reminded of these rules when attending a public event at the school.

Parents or volunteers supervising school trips or residential visits **must not**:

- Use their phone to make contact with other parents.
- Take photos or recordings of children, their work, or anything else which could identify a child.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile.

Parents or volunteers accompanying trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4.

6. Loss, theft or damage

Children who have permission to bring their phone to school must ensure that it is appropriately labelled or identifiable.

It is the child's responsibility to ensure their mobile device is handed to a member of staff at the beginning of the day in order to be securely stored.

Children must secure their phone as much as possible, including using passwords or pin codes to protect access to the phone's functions.

The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while children are travelling to and from school. This will be made clear to parents when they sign the consent form to allow their child to bring the phone to school.

Children who bring a mobile device to school should NEVER leave it in their coat/bag when they arrive. Mobile devices must be handed over to the class teacher for safekeeping. Each device will be stored in a secure drawer or cupboard in the classroom.

Confiscated phones will be stored in the Head Teacher's office.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and children
- Feedback from teachers
- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations



Re: Mobile Phones/Devices in school

Dear Parent,

In line with our Mobile Devices policy, may we remind you that mobile devices are not generally permitted for children in our school.

The only exception to this is when a child is allowed to walk to and/or from school unaccompanied by an adult, and the parent feels that the child should have a phone for use in an emergency.

In this instance, the following conditions apply:

- the child must switch off the device on arrival at school and give it straight away to their class teacher, who will return it to them at the end of the school day
- the phone will be stored securely on site and the child will not be able to access it at all during the day.
- the school can accept no liability for loss or damage to the device whilst it is on school premises, or while your child is travelling to and/or from school.

If you feel your child needs to bring a mobile phone to school, please fill in and return the attached form to the school office.

RE: MOBILE DEVICE IN SCHOOL

Name of child: _____ Class: _____

- ☐ I confirm that my child walks to/from school without an adult and needs a mobile device for emergency contact.
- ☐ I give my consent for my child's device to be brought to school.
- ☐ I understand that the school is not liable for theft, loss or damage to the device during the journey to/from school and whilst it is stored on school premises.
- ☐ I confirm that my child understands the expectations as set out above.

Signed: _____ Parent / Carer