

Mobile Phone Policy

Chadlington C of E Primary School



Approved by:	Governing Board	Date: 01/05/26
Last reviewed on:	01/05/26	
Next review due by:	01/05/28	

1. Introduction

Chadlington CE Primary School recognises that mobile phones and digital devices are now part of everyday life. However, their use in school requires careful management to safeguard pupils, staff, and the school community.

This policy is designed in accordance with:

- The DfE's guidance "*Behaviour in Schools*" (2024)
- *Keeping Children Safe in Education* (2025)
- UK GDPR and the *Data Protection Act 2018*
- The school's Safeguarding, Online Safety, and Behaviour policies

Our policy supports our Christian values of respect, responsibility, and integrity by promoting appropriate and respectful use of technology.

2. Aims

- To safeguard pupils and staff from potential risks associated with mobile phones and digital devices.
 - To ensure teaching and learning take place in a focused and disruption-free environment.
 - To protect personal data and uphold privacy.
 - To promote responsible digital citizenship in line with our school's values.
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3. Scope

This policy applies to all pupils, staff, parents/carers, volunteers, governors, and visitors on school premises or during school activities, including off-site visits.

4. Pupils

- Pupils in EYFS, KS1 and KS2 are not permitted to bring mobile phones to school.
 - Exceptions may be granted by the Headteacher (e.g. for pupils travelling independently for safeguarding reasons). In such cases:
 - Phones must be switched off and handed to the class teacher or office at the start of the day.
 - They are returned at home time and must not be used on site.
 - Any phone seen or used during the school day will be confiscated and returned to parents/carers by appointment.
 - The school accepts no responsibility for loss, theft, or damage to mobile phones or electronic devices brought on site.
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5. Visitors, Volunteers, and Contractors

- Visitors' mobile phone use is limited to designated areas and prohibited in classrooms or toilets.
 - Volunteers and contractors must follow the same safeguarding expectations as staff.
 - Visitors may not take photographs or videos on site unless formally authorised by the Headteacher.
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6. Staff

- Staff may bring mobile phones for personal use, but they must:
 - Keep phones on silent and out of sight during teaching time.
 - Use phones only during break or non-contact time, and never in the presence of pupils except in emergencies.
 - Refrain from using personal devices to photograph, film, or contact pupils or parents.
 - All communication with parents or pupils must occur through official school systems (e.g. school phones or email).
 - Personal data must never be stored or shared via personal devices in line with UK GDPR principles.
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7. School Trips and Events

- Staff will ensure that communication and photography follow safeguarding guidance.
 - Pupils' personal phones are not permitted on trips unless explicitly approved by the Headteacher, and the same restrictions apply.
 - Parents attending events (e.g. plays, sports days) are reminded not to post identifiable images of pupils online without consent.
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8. Breaches of Policy

- Breaches will be dealt with according to the Behaviour Policy (for pupils) or Staff Code of Conduct (for staff).
 - Serious incidents involving misuse or data breaches will be referred to the Headteacher and may lead to further action or referral to external agencies.
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9. Monitoring and Review

This policy will be monitored by the Designated Safeguarding Lead (DSL) and reviewed annually by the Governing Body in line with DfE guidance updates.

Approved by: Governing Board of Chadlington CE Primary School

Date: 01/05/26

Headteacher: *Ms. Bertie Hornibrook*

Chair of Governors: *Jane Turner*
