

Maidensbridge Primary School



Mobile Phone/Device Policy

Reviewed November 2025
Version 6

Rationale

Over the last few years, mobile and communications technologies have developed greatly and present us all with numerous possibilities through mobile apps and speedy access to the internet. Although these devices have a broadly positive impact on people's lives, there are inherent issues and dangers associated with these devices in a professional and educational environment.

This policy on the use of mobile phones/devices has been drawn up in the best interests of safeguarding children and maintaining staff professionalism.

Definitions

Maidensbridge Primary School defines a mobile phone/device as an electronic item that enables the user to do any or all of these things:

- Make phone calls
- Send text messages
- Access the internet or wireless networks.
- Use applications to undertake a range of tasks
- Take photos and video for personal use.
- Make video calls and transmit live video to a variety of audiences.

Pupils (Year 6)

Pupils who are in Year Six, will be permitted to bring mobile phones into school as long as the following conditions are met:

- A 'Mobile Phone/Device Permission Form' is completed and signed by both parent and child.
- The mobile phone/device is handed-in to the class teacher at the beginning of every school day and collected at the end of school. This must be each child's responsibility.

Failure to meet the conditions above will result in a mobile phone/ mobile device being confiscated and an appropriate adult required to collect it from the school office. This could also result in a pupil's mobile phone/device permissions being withdrawn by the school.

Mobile phones/mobile devices will not be permitted (under any circumstances) to be taken on any school trips and residential visits.

Pupils (Reception-Year 5)

Pupils in all classes from Reception to Year Five, will not be permitted (under any circumstances) to have a mobile phone/smart device in school, on trips or during residential visits.

Any mobile phone or smart device brought into school by a pupil will be confiscated and must be collected by an adult.

Staff

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff must make family members aware that they can only be contacted through the school office.
- Use of mobile phones/mobile devices must be limited to non-contact time when no children are present.
- Mobile phones must be kept out of sight (eg. drawer, handbag, locked cupboard) when staff are with children.
- Mobile phones must be used in private offices or the staffroom, not classrooms where children can access during the school day
- Calls/texts/ personal messages/emails/social media contacts must be made/ received in private during non-contact time.
- Photos of children are not to be taken by personal devices/phones within school.
- Photos relating to school events and visits can only be taken on school devices.
- Phones should not be used to store the personal information of staff and /or children.
- A school mobile/device will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- Staff in pre-school will not wear smart watches around the children due to these devices being able to take photos.

Parents and visitors to the school

We request that parents do not use mobile phones/devices in the school building or grounds whilst children are present

Mobile phones/devices must never be used to take photographs in the school building or grounds unless prior permission is given.

Photography using mobile phones and devices may be undertaken at school productions and special events (Eg Nativity and other special services). Parents must however ensure that it is only their child that is photographed and no photos from the event are posted onto any social networks. The school reserves the right to withdraw this opportunity and will inform parents/visitors accordingly.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

Related policies/guidance:

E-Safety Policy

Acceptable use Policy (Staff/Child/Community)

Child Protection Policy

Relationships Policy

Searching, Screening and confiscation: Advice for Schools – Department for Education (2014)