Codicote C of E Primary School
Mobile Phone Policy

This policy was drawn up in October 2026, taking account of national statutory guidance, in line with school practice.

Rationale

The school recognises that mobile phones are an important means of communication for adults. However, their use in school must not compromise safeguarding, learning, wellbeing or privacy.

Pupils

Bringing Phones to School

- Year 6 children may bring mobile phones to school, for a specific reason, such as travelling independently. No other year groups are permitted to bring phones to school.
- Phones must remain in school bags, throughout the time they are on school premises.
- Mobile phones may not be used to send or receive messages whilst on school premises – any phonecalls necessary will be made by the school office.
- The school accepts no responsibility for loss, theft or damage.

Use of Phones

- Pupils must not use mobile phones during the school day. If they are removed from bags during the school day, the phone will be taken to the school office for a parent or carer to collect. A decision will be made by the school's senior leadership team regarding whether restrictions need to be put in place.
- Phones must remain switched off and securely stored.
- Smart watches and glasses capable of making calls, sending messages, taking photographs or accessing the internet are treated in the same way as mobile phones and may not be used during the school day.

Misuse

- The following are prohibited:
- Taking photographs or videos on school premises.
- Accessing social media during school hours.
- Using phones to bully, intimidate or upset others.
- Sharing inappropriate content.
- Any breach may result in:
- Confiscation of the device.

- Parents being contacted.
- Appropriate sanctions in line with the behaviour policy.

Staff

Personal Mobile Phones

- Use of personal phones is restricted to non-contact times, such as during lunch breaks or once children have left for the day.
- In genuine emergencies, staff may be permitted to monitor/access their phone during contact time, as arranged with the head or deputy on a case-by-case basis. Phones on silent during teaching time.
- Personal phones must not be used to photograph or record pupils.
- Staff must not use personal devices to communicate with pupils.

Educational Use

Where mobile devices are used for educational purposes, only school-approved devices and applications should be used.

Visitors and Volunteers

- Visitors must not photograph or record children without expressed permission from the Headteacher.
- Mobile phones should be switched to silent while on site.
- Volunteers should follow the same requirements as staff regarding use of mobile phones.

Photographs and Videos

- Images of pupils may only be taken using authorised school equipment.
- All images must be stored and used in accordance with the school's data protection and safeguarding procedures.

Safeguarding

The use of personal mobile devices must comply with:

- Keeping Children Safe in Education (KCSIE)
- Data Protection legislation (UK GDPR)
- School safeguarding procedures
- Staff Code of Conduct

Monitoring and Review

This policy will be reviewed annually by the Staff and Governing Board, or sooner in the light of new legislation or related technology.