



## Pensilva Primary School Mobile Phone Policy

Date of Adoption	28 <sup>th</sup> January 2026
Review Date	

### Chronology

Date	Action
15/01/26	Policy written by headteacher
28/01/26	Adopted by full governing body

**Signed:**

## **1. Aim**

At Pensilva Primary School, our approach to safeguarding is rooted in our belief in working together to make a difference. Everything we do is guided by our core values: To Live, To Love, To Learn. These values shape our culture and responsibilities—ensuring that children feel safe, are treated with care and respect, and can learn and grow without unnecessary risks or distractions.

We recognise that mobile phones are powerful communication tools, but also that the enhanced functions of modern devices can cause distraction and pose safeguarding risks. Because mobile devices have the potential to compromise children's privacy, well-being or learning, we take a thoughtful and community-focused approach to their use. By working together and modelling positive behaviours, we create an environment where all pupils feel secure, valued and ready to flourish.

This Mobile Phone Policy aims to:

- support safe and appropriate use of mobile devices
- ensure staff and visitors understand and follow safeguarding expectations
- minimise disruption to learning
- promote respectful and responsible behaviour
- maintain a safe, calm and connected school environment

## **2. Safeguarding and Mobile Devices**

Safeguarding is at the heart of Pensilva Primary School's approach to learning. Mobile devices have the potential to compromise the safety, dignity and privacy of children, particularly through functions such as cameras, messaging, social media access and recording features. For this reason, the school adopts a cautious and protective approach to mobile technology on site.

All decisions about mobile phone use are guided by the following safeguarding principles:

- protecting pupils from exposure to harmful or inappropriate content
- preventing the capture or sharing of images without consent
- reducing opportunities for bullying, intimidation or exploitation
- ensuring staff maintain professional boundaries at all times
- maintaining environments where children feel safe, respected and focused on learning

Every adult on the school site shares responsibility for upholding these principles and modelling safe, respectful use of technology.

## **3. Responsibility and Related Policies**

This policy applies to all individuals on the Pensilva Primary School site, including but not limited to staff, governors, contractors, visitors, parents and pupils.

The policy should be read alongside the following school documents:

- Child Protection Policy
- Anti-Bullying Policy
- Acceptable Use Policy
- E-Safety Policy
- Staff Code of Conduct

#### **4. Responsible Use of Mobile Devices**

Pensilva Primary School promotes responsible and respectful use of technology. While we recognise that mobile phones are part of modern life, we expect that all members of our community use their devices in ways that:

- prioritise safeguarding and child protection
- support a calm and purposeful learning environment
- show respect for others' privacy
- avoid disruption to teaching, learning or supervision
- reflect our values of kindness, consideration and community

Children look to adults for cues on how to behave. We therefore ask everyone, including staff, visitors, and parents, to model responsible mobile phone use so that pupils see positive digital behaviour in action.

#### **5. Staff Code of Conduct (Summary)**

All staff are expected to:

- understand what constitutes misuse
- know how to minimise risk
- maintain professional boundaries
- avoid situations that could be misinterpreted
- self-moderate their behaviour
- report concerns promptly

We promote trust and professionalism rather than rigid rules, but clear expectations ensure that safeguarding remains robust.

#### **6. Personal Mobile Phones – Staff**

##### **General expectations**

- Personal phones must not be used during contact time with children.
- Phones must be kept on silent and stored in the staffroom or classroom cupboard during teaching time.
- Staff may use personal phones during:
  - break and lunchtime
  - before or after school
  - when away from pupils, in staff-only spaces such as the staffroom

##### **Use for 2-Factor Authentication (2FA)**

- Staff may use phones for 2FA when required for professional systems.
- This must not take place when supervising or teaching children.

##### **Exceptions (agreed with headteacher)**

In certain circumstances, staff may need to carry or use a mobile phone during contact time, for example:

- staff working in separate areas or in isolation, such as in the intervention room
- staff working in isolated areas, such as the school field
- on school trips for emergency communication
- in cases involving unwell dependents or urgent family matters

These arrangements must be agreed with the Headteacher or a senior leader.

## Recording and photography

- Staff must not use personal phones to take photographs, videos or recordings on school grounds.
- All legitimate recordings must be taken with school devices only.

## 7. Personal Mobile Phones – Pupils

Pensilva Primary School recognises that older pupils may need a phone when travelling to and from school independently.

### Rules for pupil phones

- Only pupils walking to or from school without an adult may bring a phone.
- All pupil phones must be handed in to the school office at the start of the day.
- Phones are stored in the secretary's secure cupboard and returned at home time.
- Phones are brought at the pupil's own risk. The school is not responsible for loss or damage.
- Smart watches with internet capability, cameras or messaging functions are not permitted.
- Phones must not be taken on school trips.

### Breaches

If a pupil breaks these rules:

- the phone may be confiscated and stored safely
- a parent/carer will be required to collect it
- permission to bring a phone may be withdrawn

## 8. Volunteers, Visitors, Governors and Contractors

All adults on the school site must follow the same expectations as staff. The school displays reminders at entry points and signing-in areas.

## 9. Parents and Carers

We kindly ask parents to:

- use phones courteously on the school site
- avoid phone calls while waiting in the entrance foyer/office (this is a working environment)
- be present and engaged when collecting children at the end of the day
- avoid using Facetime or video calling on school grounds (safeguarding risk)
- Taking photographs or videos on school grounds without prior permission

### Photography at events

At certain school events (e.g., performances, sports day), the Headteacher may announce that photography is permitted under the following conditions:

- images must only be of your own child
- photos/videos must not be shared on social media
- photography is only allowed at times specified by staff

Photography at any other time on the school site is not permitted. This guidance is the ensure the safeguarding of children and families.

## 10. Challenging Inappropriate Mobile Phone Use

All staff have a duty to maintain a safe environment and uphold the expectations outlined in this policy. If mobile phone use by any adult puts children at risk, disrupts learning, invades privacy or contradicts school expectations, staff will address it promptly and respectfully.

This may include:

- politely reminding the individual of the school's mobile phone expectations
- asking the person to end a call, put their device away or leave the area
- explaining safeguarding considerations where helpful
- escalating persistent or concerning behaviour to senior staff

Senior leaders will follow appropriate procedures depending on the nature of the concern, which may include referring to the Staff Code of Conduct, complaints procedure, safeguarding processes or visitor management guidelines. The aim is always to maintain a safe, calm and respectful school environment while working with families and visitors in a supportive, community-minded way.

### **11. Reporting Concerns**

Any concerns about mobile device use by pupils, staff, visitors or parents should be reported to the headteacher (DSL) or DDSL. Safeguarding concerns will be recorded and managed in line with the school's Child Protection and E-Safety policies.