



Mobile Phone Policy

Mission Statement

- We will create a happy, secure and stimulating learning environment in which all children can grow in confidence, develop their full potential and where academic excellence can be achieved.
- We will provide a nurturing environment and value and recognise the uniqueness of every child.
- We will equip the children with the resilience and perseverance to become creative and independent thinkers and to become learners for life.
- We will provide engaging and varied learning activities across the full breadth of the National Curriculum and equip the children with a thorough understanding of the basic skills of English, Mathematics, Science and Computing.
- We will challenge the children's minds and bodies and give them a desire to learn and achieve.
- We will promote British Values and ensure the children become caring, tolerant and respectful citizens within the school and wider communities.
- We will prepare children well for the next steps in their lives by promoting self-discipline and the positive mindset which will allow them to aim high in all they do.
- We will ensure children know how to keep themselves safe when using technology.

RESPECT- RESILIENCE- RESPONSIBILITY

Our Values:

At Larkholme Primary School, we have 3 core values that underpin everything we do.
The 3 core values are:

- Respect
- Responsibility
- Resilience

Alongside our core values, we also promote the fundamental British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

Research:



Our Rules:

- Ready
- Safe
- Respectful

Larkholme Primary School

Mobile Phone Policy

USE OF MOBILE PHONES

Procedures

Personal Mobiles – Staff

- Staff are generally not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff will have their phones on silent or switched off and out of sight (e.g. in a drawer or handbag) during class time.
- Use of mobile phones (including receiving/sending texts and emails) is limited to non-contact time when no children are present e.g. in office areas or staffroom.
- It is also advised that staff security protect access to functions on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative or awaiting a GP call back), then staff should make a member of SLT aware of this and can have their phone in case of having to receive an emergency call.
- Staff are generally not permitted to use recording equipment on their mobile phones, for example, to take recordings of children or for sharing images. Legitimate recordings and photographs will be captured using school equipment such as cameras and ipads. If there is a situation where a personal device is the only device available then a discussion with a member of SLT must be held to put in place safeguards for both staff and pupils.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Mobile phones are prohibited in all toilet areas.

Mobile Phones for Work-Related Purposes - Staff

Staff, visitors, volunteers and students should not use their own mobile phones to take or record any images of children for their own records during session times or on school visits/trips. The school ipads/camera will be used unless an alternative approach has been agreed by a member of SLT.

We recognise, however, that mobile phones provide a useful means of communication on offsite activities. During such activities, staff will ensure that:

- Mobile phone use on these occasions is appropriate and professional (and will never include photographs of children).
- During offsite activities – all relevant communications will be made via the school office.
- If an event, such as a sports match, is outside of the school day and the school office is closed, staff may choose to use their personal mobile phone to contact parents. (e.g. if a child hasn't been collected from the event). It is advised that the staff member blocks their personal number.

Personal Mobiles – Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones at school or on trips/offsite activities
- Pupils that bring a mobile to school must ensure that:
 - the phone is handed in at the office,
 - switched off,
 - collected from there by the child at home time (the phone is left at the owner's risk)
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Personal Mobiles - Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow the staff procedures as outlined above (**Personal Mobiles – Staff**) whilst on the premises.

Personal Mobiles - Parents

- Parents are asked to use their mobile phones in a socially acceptable manner, e.g.
 - Put them on silent for performances.
 - Take phone calls discreetly.
 - To turn off offensive ringtones or alerts.
- Parents may take photos or make recordings at school events of their own child. We ask that these are not shared on social media if they contain other pupils from the school.

On admission to school, parents will be asked to sign the consent for photographs to be taken in school or by the media for use in relation to promoting/publishing the school. This consent will last for a maximum of seven years only. This does not cover any other agency and if any other agency requests to take photographs of any child then separate consent before photographs are taken will be sought.

Monitoring and review

The Headteacher will monitor the implementation of the Mobile Phone Policy. The Headteacher will:

- Keep a record of all incidents involving mobile phones and will report to governors
- Ensure the policy is reviewed annually and updated as required
- Keep staff, governors and parents fully informed about any future developments regarding the safe use of mobile phones

Policy Updated: September 2025

Reviewed: Sept 2026

