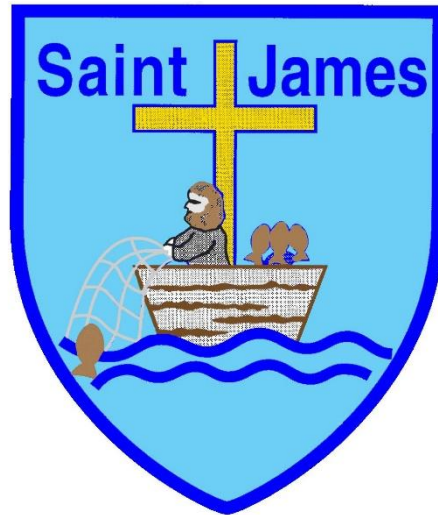


Altham St. James' CE Primary School



Mobile Phone Policy

Our mission statement is at the heart of all we do:

- Always be the best you can be
- Respect the world and everyone in it
- Love, forgive and reconcile

John 15:12 "Love each other as I have loved you"

Date of Implementation: January 2026

Date of Review: Annually

1. Introduction and Purpose

This policy outlines the guidelines for the use of mobile phones and other personal electronic devices (PEDs) within Altham St. James' CE Primary School. It aims to:

- Provide a safe, secure, and respectful learning environment for all pupils.
- Minimise disruption to teaching and learning.
- Promote responsible digital citizenship.
- Safeguard pupils from potential risks associated with mobile phone use (e.g., cyberbullying, inappropriate content).
- Ensure compliance with relevant legislation and guidance.
- Reflect the school's Christian vision of love, inclusivity, and nurturing.

2. Scope

This policy applies to all members of the school community, including:

- Pupils
- Staff (teaching and non-teaching)
- Parents/Carers
- Volunteers
- Visitors

3. Definitions

- **Mobile Phone:** Any portable cellular telephone device.
- **Personal Electronic Device (PED):** Includes, but is not limited to, smartphones, smartwatches, tablets, laptops, and other internet-enabled devices.
- **Acceptable Use:** Use of mobile phones or PEDs in accordance with this policy and the school's Acceptable Use Policy for ICT.
- **Inappropriate Use:** Use of mobile phones or PEDs that violates this policy, the school's Acceptable Use Policy for ICT, or any relevant legislation. This includes, but is not limited to, taking unauthorised photos or videos, cyberbullying, accessing inappropriate content, and disrupting learning.

4. Legislation and Guidance

This policy takes into account the following legislation and guidance:

- Education Act 2002
- Keeping Children Safe in Education (KCSIE) 2024
- Data Protection Act 2018 and UK GDPR
- Relevant guidance from the Department for Education (DfE)
- OFSTED inspection framework 2025

5. Roles and Responsibilities

5.1. Headteacher

- Developing, implementing, and reviewing this policy.
- Ensuring that the policy is communicated effectively to all stakeholders.
- Providing training and support to staff on the implementation of the policy.
- Addressing any breaches of the policy in a fair and consistent manner.
- Ensuring the policy is in line with OFSTED framework requirements.

5.2. Staff

- Enforcing the policy consistently and fairly.
- Modelling responsible mobile phone use.
- Reporting any breaches of the policy to the headteacher.
- Educating pupils about responsible digital citizenship.
- Following school procedures for confiscating mobile phones.

5.3. Pupils

- Adhering to the policy at all times.
- Using mobile phones and PEDs responsibly and respectfully.
- Reporting any instances of inappropriate use to a member of staff.
- Understanding the consequences of breaching the policy.

5.4. Parents/Carers

- Supporting the school in implementing the policy.
- Ensuring that their child understands the policy.
- Contacting the school if they have any concerns about their child's mobile phone use.
- Considering the school's policy when deciding whether to provide their child with a mobile phone.

6. Policy Implementation

6.1. Pupil Mobile Phone Use

- **General Rule:** Pupils are generally discouraged from bringing mobile phones to school. The school acknowledges that some pupils may need a mobile phone for safety reasons when travelling to and from school.
- **If Brought to School:** If a pupil brings a mobile phone to school, it must be switched off and taken straight to the school office at the beginning of the day.

- **Exceptions:** Exceptions may be made for specific educational activities, medical reasons, or other exceptional circumstances, with prior approval from the Headteacher or a designated member of staff.
- **Emergency Contact:** If parents/carers need to contact their child during the school day, they should do so through the school office. Pupils needing to contact parents/carers should also do so through the school office.
- **Breach of Policy:** If a pupil is found using a mobile phone without permission, the phone will be confiscated.

6.2. Staff Mobile Phone Use

- Staff are expected to use mobile phones responsibly and professionally.
- During teaching time, mobile phones should be switched off or on silent and used only for professional purposes (e.g., accessing information relevant to the lesson).
- Staff should avoid using mobile phones in a way that could be perceived as unprofessional or inappropriate (e.g., taking photos of pupils without permission, engaging in personal calls during teaching time).
- Staff should model responsible digital citizenship for pupils.

6.3. Confiscation Procedures

- If a pupil breaches the mobile phone policy, a member of staff will confiscate the phone.
- The phone will be taken to the school office and kept in a secure location.
- Parents/carers will be informed of the breach of policy.
- The phone will be returned to the parent/carer (or the pupil, with parental permission) at the end of the school day or as otherwise agreed.
- Repeated breaches of the policy may result in further sanctions, in accordance with the school's behaviour policy.

6.4. Use of PEDs for Educational Purposes

- The school may use tablets or laptops to enhance the learning experience, and these will be provided by the school.
- Pupils may be permitted to use their own PEDs for specific educational activities, with prior permission from the teacher and in accordance with the school's Acceptable Use Policy for ICT.
- All use of PEDs for educational purposes will be closely supervised by staff.

6.5. Photography and Videography

- Taking photos or videos of pupils or staff without their explicit consent is strictly prohibited.

- This includes using mobile phones or other devices to capture images or videos in classrooms, playgrounds, or other school areas.
- The school may take photos or videos of pupils for promotional or educational purposes, with parental consent.

7. Safeguarding

- The school is committed to safeguarding pupils from the potential risks associated with mobile phone use, including cyberbullying, online grooming, and exposure to inappropriate content.
- All staff receive regular training on safeguarding issues, including online safety.
- The school has robust procedures for reporting and addressing any safeguarding concerns.
- Pupils are educated about online safety and responsible digital citizenship through the curriculum and other activities.

8. Data Protection

- The school complies with the Data Protection Act 2018 and UK GDPR in relation to the collection, storage, and use of personal data.
- Any personal data collected through the use of mobile phones or PEDs (e.g., photos, videos) will be handled in accordance with the school's data protection policy.

9. Communication and Training

- This policy will be made available to all stakeholders on the school website.
- Parents/carers will be informed of the policy upon their child's admission to the school.
- Staff will receive training on the policy as part of their induction and ongoing professional development.
- Pupils will be educated about the policy through assemblies, classroom discussions, and other activities.

10. Monitoring and Review

- This policy will be reviewed annually by the Headteacher in consultation with staff, pupils, and parents/carers.
- The review will take into account any changes in legislation, guidance, or best practice.
- The effectiveness of the policy will be monitored through feedback from staff, pupils, and parents/carers, as well as through observations and incident reports.

11. Equality Impact Assessment

- The school has considered the potential impact of this policy on different groups of pupils and staff, including those with protected characteristics (e.g., disability, race, religion).
- The school is committed to ensuring that the policy is fair and equitable for all.

12. Related Policies

- Acceptable Use Policy for ICT
- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy