



ST.ANNE'S COPP CHURCH OF
ENGLAND PRIMARY SCHOOL,
GREAT ECCLESTON



MOBILE PHONE AND SMART TECHNOLOGY POLICY



"Let us love, not in word, but in truth and action." (1 John 3:18)

SEPTEMBER 2026

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in **compassion** and **understanding**, promote **justice** and possess commitment and **aspire** to make a positive difference. We offer an ambitious curriculum that ignites **curiosity** along with high personal expectations that fosters **resilience** and which enables them to flourish. Our children are easily distinguished by the **courage** they show when making brave choices and understand the importance of becoming the very best versions of themselves.

This policy outlines the appropriate use of mobile phones on our school site.

The staff and Governors of St.Anne's Copp Church of England Primary School, Great Eccleston recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils in line with the DfE guidance 'Mobile Phones in Schools' (effective September 2026) and Keeping Children Safe in Education 2026 . The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

At St.Anne's Copp Church of England Primary School, Great Eccleston, we are also aware of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential risk for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

AIMS

To inform all members of our school community about the appropriate and safe use of mobile phones at our school. To outline the procedures and processes of this policy:-

STAFF MOBILE PHONE AND PERSONAL DEVICE USE

- Staff must not use personal mobile phones or other personal smart devices for personal purposes during the school day when pupils are present or when staff are responsible for pupils. This includes, but is not limited to, teaching and learning time, assemblies, transitions, breaktimes, lunchtimes, playground duty, extracurricular activities, trips and residential visits.
- During the school day, personal mobile phones must be switched off or securely stored and out of sight when staff are working with or supervising pupils. Having a phone on silent or discreet mode does not constitute compliance where the device remains accessible for personal use.

- Personal mobile phone use is permitted only during designated non-contact or break periods, and only in appropriate areas where pupils are not present and where doing so does not interfere with the staff member's professional responsibilities, safeguarding duties or availability.
- There may be limited circumstances in which staff are required or authorised to use a mobile phone or similar device for a legitimate professional purpose. This may include an urgent or exceptional situation, safeguarding or emergency communication, or an approved school-related function. Such use must be proportionate, necessary and in accordance with the school's safeguarding, data protection and acceptable-use requirements.
- Staff must not use personal mobile phones, tablets, smart watches or other personal devices to photograph, video or audio-record pupils or other members of the school community. School-authorized devices and systems must be used for the taking and storage of images or recordings for legitimate school purposes. Any authorised use must comply with the school's safeguarding, data protection, consent and information-security procedures. DfE guidance states that staff should avoid using personal devices to take or store school photographs unless this has been explicitly authorised under the school's policy.
- Early Years: Within the Early Years setting, the school will apply particularly stringent controls to personal mobile phones and other personal devices with imaging or recording capabilities. Personal mobile phones must not be used in the presence of children and should be securely stored in the designated location while staff are working with or responsible for children. The school's safeguarding policy sets out the arrangements governing mobile phones, cameras and other electronic devices with imaging and sharing capabilities, in accordance with the EYFS statutory framework.
- On educational visits, trips and residential activities, personal mobile phones must not be used for personal purposes while staff are responsible for pupils. Where a mobile phone is required for safeguarding, emergency communication or the direct supervision and welfare of pupils, its use must be limited to that purpose. Staff must follow the visit leader's arrangements and the school's educational visits and safeguarding procedures.
- Staff must never use a hand-held mobile phone while driving. Staff driving on school business must comply fully with the law and must not use a hand-held mobile phone or other prohibited device while driving. Where communication is necessary, the vehicle must be stopped safely and lawfully before the device is used.
- Staff are expected to model the behaviour required of pupils. Personal mobile phone use in front of pupils during the school day is not acceptable and must not undermine the school's mobile-phone-free environment or staff members' ability to supervise, teach and safeguard pupils. This expectation reflects DfE statutory guidance, which requires staff to consistently enforce the school's mobile-phone policy and states that staff should not use their own mobile phones for personal reasons in front of pupils throughout the school day.
- Failure to comply with this policy may constitute a breach of the school's staff code of conduct and/or safeguarding expectations and may be addressed through the school's appropriate management, disciplinary or safeguarding procedures, depending on the nature and seriousness of the breach.
- Nothing in this policy prevents a staff member from making or receiving an urgent communication where this is necessary to protect the health, safety or welfare of a child, staff member or other person. Such use must be limited to what is necessary in the circumstances.
- The school will keep these arrangements under review to ensure that they remain consistent with current DfE guidance, the EYFS statutory framework, safeguarding requirements and data protection legislation.

PUPILS

- Pupils should not bring valuable or unnecessary personal items to school. Personal belongings can be lost, damaged or stolen and may cause unnecessary distress to pupils. Where a pupil brings personal property to school, it is brought at the owner's risk.

- Mobile phones are not permitted to be used by pupils during the school day. This includes lessons, movement between lessons, breaktimes, lunchtimes and all other periods of the school day. The school will maintain a mobile-phone-free environment in accordance with Department for Education statutory guidance effective from 1 September 2026.
- Pupils in Years 5 and 6 who need to bring a mobile phone to school must hand it directly to a member of class staff on arrival. The phone will be stored securely in the school's designated secure storage facility and will be returned to the pupil at the end of the school day.
- Pupils in Reception to Year 4 must not bring a mobile phone or other mobile communication device to school, unless there are exceptional circumstances which have been discussed with and agreed in advance by the Headteacher. Any agreed exception will be subject to the same requirements regarding secure storage and non-use during the school day.
- The school's arrangements apply equally to mobile phones brought to Breakfast Club, After-School Club or other school-run provision. Where a pupil brings a phone to such provision, it must be handed directly to the member of staff responsible on arrival.
- The school will provide a secure, designated storage arrangement for mobile phones. Pupils must not retain a mobile phone in their possession during the school day, including in pockets, bags or other personal belongings.
- There is no routine requirement for a pupil to have access to or use a mobile phone during the school day. In an emergency, parents and carers should contact the school office. The school will ensure that urgent messages are communicated to pupils promptly and that appropriate arrangements are made where necessary.
- If a pupil brings a mobile phone to school, the device must be clearly labelled with the pupil's name. The school will take reasonable steps to store handed-in devices securely; however, personal devices remain the responsibility of the owner and are brought onto the school premises at the owner's risk. The school will not normally accept responsibility for loss, theft or accidental damage to personal mobile phones or other belongings.
- Failure to comply with this policy may result in the device being removed from the pupil's possession and stored securely by the school. Any further action will be taken in accordance with the school's Behaviour Policy and the school's established procedures for responding to breaches of school rules.
- The school will make reasonable adjustments where required to meet the needs of individual pupils, including where this is necessary because of disability, medical need or other exceptional circumstances. Any agreed adjustment will be determined by the school and recorded appropriately.

PARENT AND VISITOR USE OF MOBILE PHONES, PHOTOGRAPHY AND RECORDING

- Parents, carers and visitors must follow the school's instructions regarding mobile phones, photography, video recording and other forms of recording while on school premises or attending school events. These arrangements are in place to protect the privacy, dignity, safety and safeguarding of all children and members of the school community.
- Parents and carers may be permitted to take photographs or video recordings at designated school events, such as sports days, performances or other special events, only where the Headteacher or a member of the senior leadership team has expressly authorised photography or recording for that event. The school may prohibit, restrict or withdraw permission for photography or recording at any event where this is considered necessary for safeguarding, privacy or other legitimate reasons.
- Where photography or recording is permitted, parents and carers must make every reasonable effort to photograph or record only their own child. Parents and carers must not deliberately photograph or record other children unless this is specifically permitted by the school.
- Photographs or recordings containing other children must not be posted, published or otherwise shared publicly on social media, websites or other online platforms without an appropriate lawful basis and, where required, the relevant permission or consent. Parents and carers are strongly advised not to share images of children other than their own. Where the school becomes aware

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that an image has been shared in a way that raises a safeguarding, privacy or welfare concern, the school may request that it is removed and may take any further appropriate action.

- Parents and carers should be aware that consent given to the school to use a child's image does not give a parent or carer permission to photograph, record, publish or share that child themselves. School permissions and parental permissions for personal photography are separate matters.
- The school will remind parents and carers of the expectations before relevant events. Parents and carers who do not comply with these requirements may be asked to stop taking photographs or recordings, delete or remove material where appropriate, or leave the event. The school reserves the right to prohibit an individual from taking photographs or recordings at future school events where there has been a breach of these requirements or where safeguarding concerns arise.
- Parents and carers must not use mobile phones or other recording devices in a manner that disrupts an event, interferes with staff carrying out their duties, compromises the supervision of children, or creates a safeguarding, privacy or welfare concern.
- No parent, carer, visitor or other third party may photograph, video or audio-record a meeting, discussion, conversation or interaction involving school staff, pupils or other members of the school community without the prior express agreement of the school and all relevant participants, where required. This includes recording meetings covertly or using a mobile phone, smartwatch, tablet, meta glasses, laptop or other recording-capable device.
- The school may make its own record of meetings where there is a legitimate educational, safeguarding, pastoral, disciplinary or administrative reason to do so. Any such recording will be undertaken only in accordance with the school's data protection, safeguarding and information-management procedures.
- The school will not permit covert recording of staff, pupils or meetings. Any attempt to make a covert recording may be treated as a breach of the school's expectations and may be addressed in accordance with the school's appropriate procedures.
- Parents and carers are reminded that images of identifiable children constitute personal data in many circumstances and that the school has a responsibility to protect pupils' personal information. The school will apply its own data protection, safeguarding and photo/video procedures when taking, storing or sharing images.
- These arrangements apply equally to mobile phones, tablets, smart watches, meta glasses, cameras and any other device capable of taking photographs, recording video or audio, or sharing content online.
- The school will take particular care where a child is subject to safeguarding restrictions, court orders or other circumstances in which their identity or whereabouts must not be disclosed. Parents and carers must comply immediately with any specific instruction given by the school in relation to such children.
- Failure to comply with this policy may result in the school withdrawing permission to photograph or record at the event, asking the individual to leave the premises or event, and/or taking further action where appropriate under the school's safeguarding, behaviour, complaints or other relevant procedures.

SANCTIONS

In line with our Behaviour Management Policy, for pupils who fail to follow these guidelines, the following sanctions may be applied:

- confiscation of the mobile phone (handed back to pupil or parent at the end of the day)
- normal classroom sanctions
- communication with parents/guardians regarding mobile phone use at school
- a pupil being banned from bringing a mobile phone onto the school grounds.

INAPPROPRIATE USE

Generally, a mobile phone will be used inappropriately if it:

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- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- threatens or is likely to threaten the safety or well-being of any person
- is in breach of any law.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, social networking or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

RELATED TECHNOLOGY

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, smart watches, iPads and similar devices.

EXEMPTIONS

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.