

Mobile Phone Policy

Thomas Jolyffe Primary School

To be the best we can be!



Approved by: Philippa Liversidge

Date: September 2025

Last reviewed on: October 2024

Next review due by: September 2026

Staff

Staff are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to **only allocated lunch and breaks when the children are not present.**

Personal mobile phones must be silent and out of sight of children at all times except when on a school trip and contact with school or emergency services needs to be made.

Staff having personal mobile phones for emergency contact during trips must not make calls other than to the school or emergency services.

Staff are allowed to take personal mobiles when working on the school fields but the above applies.

Other than in agreed exceptional circumstances calls and texts must not be taken/checked when children are present. Permission must be granted by Mrs Liversidge (Headteacher).

Personal mobile phones will only be used in areas where children are not present (unless for contact with venue or emergency services on school trips).

Staff to use school equipment, as opposed personal mobile phones, to take, record or share images of children, staff, parents and school premises where prior permission has been sought.

Parents/Carers, visitors and contractors

Parents/Carers, visitors and contractors are respectfully requested not to use their mobile phones in designated "mobile free areas" This is all areas inside school other than the school halls during special assemblies or shows. The governors of the school have consulted with parents/carers and have agreed to families taking photographs of their children during assemblies or school shows. All photographs are for personal use and must not be shared without consent from all featured children and their retrospective parent/carer. Parents however must have their telephone in silent mode and must not take calls. Mobile phones may be used in the playground by parents but not in camera or record function. When accompanying children on school trips, parents may have their phone on their person but may not use their phone in view of the children. The safeguarding of children is paramount at all times and responsibility for either a single child or a group of children comes above the need to use a mobile phone. If the parent needs to use their phone in an emergency that cannot wait they should speak to the group leader, who is usually the class teacher, to find out where they can use their phone away from the children in accordance with ratios and supervision of the children.

Children

Children are not allowed to bring mobile phones to school as a general rule. The Headteacher may allow individual children to bring in a mobile phone if they travel to and from school without an adult. In these cases, these children must turn their phones off and hand them in to the school office as they enter the school building and collect them at the end of the day as they leave the building.

No responsibility can be taken for the loss or damage of anyone's mobile phone. Individuals must have their own insurance.

Failure to comply

Staff failing to comply or endorsing the above will be dealt with using the school and LA disciplinary procedures and/ misconduct.

Incidents involving parents failing to comply with the above will be treated as safeguarding concerns and deal with in line with our Safeguarding Policy.

Children failing to comply with the above will be subject to consequences set out in the Behaviour and Relationships Policy.