

Mobile Phone Policy

Thomas Jolyffe Primary School

To be the best we can be!



Approved by: Philippa Liversidge

Date: September 2026

Last reviewed on: September 2025

Next review due by: September 2027

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, and agreed in advance, 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 must use school equipment to take, record or share images of children, staff, parents and school premises where prior permission has been sought. **Personal devices are prohibited for use in school for taking photographs/videos/audio files of the children.**

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. Written request from parents is required if this is the case.

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.

Children attending before and after school club must hand their phone, if it is brought into school, to the staff at the club when they start. This is handed over to office staff in school at the start of the school day. At the end of the school day, these phones are handed directly to the after-school club by the office so the children do not have access to them. **We encourage children who attend before and after school club to leave phones at home as they will not be able to access them until they are collected by a parent.**

Some pupils may need to have access to a mobile phone to help their medical needs, for example, a child with diabetes may use a glucose management app on their phone. In this situation, the Headteacher will enable the pupil to have their phone on their person so that they can monitor their blood glucose safely and independently. Support will be given by an adult in the classroom and around school if needed when using the phone to monitor blood glucose. All other apps on the phone will need to be disabled whilst the child is in school.

No responsibility can be taken by school 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. We insist that children who do have access to a mobile phone at home do use it with kindness and respect of one another. Any misconduct outside of school on mobile phones is dealt with by parents. School may become involved if the concern is a safeguarding one, and may involve support from external agencies, including the police.