



# Norley CE Primary School



## Mobile Phone Policy

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives.

*You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.*

(Matt. 5:14-16)



## Mobile Phone and Smart Device Policy

### Introduction and Aims

At Norley CE Primary School the welfare and well-being of our pupils is paramount. The aim of this Mobile Phone and Smart Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable user guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones and smart devices are effective communication tools. It is recognised that the enhanced functions of many devices, including smart phones and wearable technology such as smart watches, cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse — including the taking and distribution of indecent images, exploitation and bullying.

As it is difficult to detect specific usage, this policy refers to **ALL mobile communication devices**, including but not limited to:

- Mobile phones
- Smart watches and wearable technology
- Tablets
- Devices with camera, recording or internet capability

### Scope

This policy applies to all individuals who have access to personal mobile phones or smart devices on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- ICO Guidance on Taking Photos in Schools:  
<https://ico.org.uk/for-the-public/schools/photos/>

### Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.



Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

An agreement of trust is therefore promoted regarding the carrying and use of mobile phones and smart devices within the setting, which is agreed to by all users.

### **Personal Devices – Staff**

This includes mobile phones, smart watches and any wearable or handheld device with communication, camera or recording capability.

- Staff are not permitted to make/receive calls, messages or notifications during contact time with children. Emergency contact should be made via the school office.
- Staff should have their devices on silent or switched off and out of sight (e.g. in the staffroom, handbag or pocket) during working time.
- Smart watches must not be worn where notifications, messaging, camera or recording functions are accessible during contact time with children.
- Mobile phones and smart devices must not be used in a space where children are present (e.g. classroom, playground).
- Use of devices (including receiving/sending texts, emails, notifications) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is advised that staff securely protect access to functions of their device (e.g. passcodes).
- Should there be exceptional circumstances (e.g. acutely sick relative), staff should make the Headteacher aware and may keep their phone accessible for emergency contact.
- Staff are not at any time permitted to use recording equipment on personal devices, for example to take recordings of children or share images. Legitimate recordings and photographs must be captured using school equipment such as school cameras or iPads.



- Staff should report any usage of mobile or smart devices that causes concern to the Headteacher.

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### **Devices for Work Related Purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Device use on these occasions is appropriate and professional (and will never include taking photographs of children on personal devices).
- Mobile phones or smart watches should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or school mobile phone.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their device to take photographs of children.

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### **Personal Devices – Pupils**

We recognise that mobile phones and smart watches are part of everyday life for many children and can help them feel safe and secure. However, they can prove a distraction in school and provide a means of bullying or intimidating others.

Therefore:

- Pupils are **not permitted** to have mobile phones or smart watches in school or on trips.
- Any mobile phone or smart watch brought to school will be confiscated and returned at the end of the day.

Where devices are used in or out of school to bully or intimidate others, the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' — refer to Anti-Bullying Policy.

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### **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow this policy as it relates to staff whilst on the premises.

On arrival, visitors will be informed of our expectations around the use of mobile phones and smart devices.

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### **Parents**



We allow parents to photograph or video school events such as shows or sports day using their mobile phones or devices. However, parents must not publish images (e.g. on social networking sites) that include any children other than their own.

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

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### **Dissemination**

This policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office.

<b>Mobile Phone Policy</b>	
Review Frequency:	Every 3 years or earlier if considered necessary
Reviewed and approved by:	Local Governance Committee
Date reviewed/approved:	11 <sup>th</sup> February 2026
Date of next review:	11 <sup>th</sup> February 2029