

Mobile phone and camera acceptable use policy

St Martin's School



Reviewed by:	Tamara Spencer
Last reviewed on:	September 2026
Next review due by:	September 2027
Approved by:	Tim Shenton

Contents

1. Introduction and aims.....	3
2. Roles and responsibilities	3
3. Use of mobile phones by staff.....	3
4. Use of mobile phones by pupils	4
5. Use of mobile phones by parents/carers, volunteers and visitors.....	4
6. Loss, theft or damage	5
7. Monitoring and review.....	5
11. Appendix 1: Template mobile phone information slip for visitors.....	6

1. Introduction and aims

At St Martin's, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers, in line with statutory guidance regarding [mobile phones in schools](#).
- Support the school's other policies, especially those related to child protection and safeguarding, and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

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.

The headteacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

The headteacher will decide on a case-by-basis whether to allow for special arrangements. School staff can use the school office number (01202 292011)

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in our school's Data Protection Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

This information is also detailed in our Online Safety Policy.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/activity, this must be done using school equipment, e.g. the school iPads.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips/residentials

With authorisation from a member of SLT, staff will be permitted to:

- Use their mobile phones in an appropriate and professional manner, away from sight/hearing of children, in line with our staff code of conduct.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or by blocking their personal number.

Note: in the event of a medical emergency requiring the use of emergency services, this need will take precedent over the requirement to keep mobile phones out of sight and hearing of children.

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

In special circumstances, pupils may bring mobile devices into school, but are not permitted to use them during school time.

They must be switched off and handed into the office as soon as the child arrives on site.

If such a device is found during the school day, it will be switched off, kept in the office and handed to a parent/guardian at pick up.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without explicit consent from all involved parties (& for minors, their parent/guardian)
- Not having phones in classrooms or using phones in lessons/when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents/carers must use the school office as the point of contact if they need to get in touch with their child during the school day. They should not attempt to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils should not bring their phones to school unless by prior arrangement and for an approved reason, such as medical or as they are travelling to or from school alone. Phones used for the latter purpose must be switched off and left in the office until the end of the school day.

Staff must secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while travelling to and from school.

Lost phones should be returned to the office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

11. Appendix 1: mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the office or staff room
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the office or staff room
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the office or staff room
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.