



GLEBE PRIMARY SCHOOL  
UNITED LEARNING ACADEMY

**Mobile Phone & Mobile Device Policy**  
**Spring 2026 - 2027**

**Updated: Spring 2026**  
**New Review: Spring 2027**

Approved by the Local Governing Board on 17.03.26

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<b>Owned by</b>	Karen Crutchfield	Headteacher
<b>Applies to</b>	Staff	Students
	Parents	Visitors
<b>Reviewed on</b>	February 2026	
<b>To be reviewed on</b>	February 2027	

## Introduction

The majority of school staff and visitors, for security and practical reasons, feel the need to carry a mobile phone. In addition, some of the school's older pupils bring their phones to school so that they are contactable on the walk to or from school. For these reasons, the use of mobile phones is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that mobile phones or devices are not used unnecessarily or in ways that could disrupt the effective operation of the school.

This Policy applies to 'standard' mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones, and other 3G/4G and Wi-Fi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and students is regulated, in accordance with United Learning Group policy and recognised professional standards of acceptable practice.

This policy should be read as part of the school's Safeguarding Policy in conjunction with the school's Acceptable Usage policy for Technologies

The school accepts that staff, visitors and pupils (Year 5 and 6 only) are permitted to bring such devices to school, but their use is restricted as detailed in this policy.

This policy applies to all members of the school community, including those in our EYFS setting.

This policy is reviewed at least annually by the school senior management, who will report to the Local Governing Body on its implementation on a regular basis.

In accordance with the school's *Provision of Information Policy*, the policy should be made available on the school's website and in hard copy from Reception. It should be read in conjunction with:

- *Behaviour and Exclusions Policy*
- *Safeguarding Children and Child Protection Policy*

The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

## Key Personnel

The DSL team, namely:

Casey Groves – Designated Safeguarding Lead (DSL)

Clare Jackson – Deputy DSL

Karen Crutchfield – Deputy DSL (and headteacher)

School Business Manager

## Area of Risk

Child Protection: Pictures of children on the 'at risk' register become associated with the school through linked social media platforms

Bullying: Use of mobile technology can make bullying more pervasive and difficult to monitor

Staff Protection Content recorded in lessons, whether overtly or covertly, on mobile devices may cause distress to staff, especially when uploaded to social platforms.

## Procedures

A common sense approach should be followed regarding the use of 3G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

## Expectations for safe use of personal devices and mobile phones

- Electronic devices of all kinds that are brought in to school are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- Members of staff will be issued with a school/work phone number and email address where contact with pupils or parents/carers is required.
- All members of Glebe Primary School community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of Glebe Primary School community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of Glebe Primary School community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.

- School mobile phones and devices must always be used in accordance with the Acceptable Use Policy
- School mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.
- No content recorded by a student on a personal device should be uploaded to a social media, video sharing (such as YouTube) or photograph sharing site (such as Flickr), without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action.
- Recording of lessons must not take place outside of specific parameters laid out by the authorising teacher.
- Under the new GDPR regulations, any member of staff using their own devices must complete a 'Bring your own Device' form, which then must be handed into the school Business Manager.

### **Pupil use of Mobile Devices**

Glebe Primary School operates a zero tolerance approach to all mobile devices as follows:

Pupils in Years 5 and 6 are permitted to bring in mobile phones with explicit permission from their parent/carer.

Younger pupils may not bring mobile phones or devices to school.

All phones brought in by pupils must be switched off and handed in to the class teacher at the start of the day. These are kept securely in the classroom and then returned at the end of the day.

Pupils should not use their phones on school grounds. Staff on duty at the beginning and end of the school day will remind pupils to switch their phones off and put them away.

All devices are brought into school at the child's own risk. The responsibility for loss or damage lies with the parent. The school will take no responsibility for loss or damage.

School is a place of work; children's mobiles phones / devices must be switched off at all times whilst on school premises, unless specifically authorised by a member of staff.

Permission must be sought from a member of staff, and authorisation given, before a child may be allowed to use a mobile phone on school premises.

Any pupil found using a device on school premises without staff permission, should ordinarily expect to have their device confiscated for the rest of the day and parents will be asked to collect it as instructed.

If a pupil needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Pupils should not contact home in the case of illness; this should only be done by a member of staff.

If parents need to contact pupils in an emergency, they should contact the school office and a message will be taken to the pupil. Parents are reminded that pupils should not have their devices turned on whilst on school premises and, hence, will be unable to check for messages.

Pupils may not access the internet using a personal device at any time during the school day. The accessing, or updating, of social media platforms is not permitted.

Pupils should note that the use of all devices on school premises is subject to the school's Technology Acceptable Usage policy.

If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.

Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action

School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's behaviour or anti-bullying policy. The phone or device may be searched by a member of the school's Senior Leadership Team with the consent of the child or parent/carer. Searches of mobile phones or personal devices will be carried out in accordance with the school's policy.

### **Medical Exemptions**

Some children will require keeping a mobile device with them in school to link to medical equipment (such as diabetes monitors). In this situation, parents should contact the school to discuss this with a member of the school's Senior Leadership Team and permission will then be granted.

### **Staff Use of Mobile Device**

- 1) Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of pupils.
- 2) Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this must be discussed with leaders/managers.
- 3) Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to receive or send personal calls, texts or post content to personal social media platforms.
- 4) If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.
- 5) Staff should not use a personal mobile device, or similar, during lessons (or when supervising pupils) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to pupil learning and cannot be sourced through the school network (in which case, pupils should be made aware that the mobile device has been used for this educational purpose).

- 6) Staff must not photograph or video pupils with a personal (mobile digital) device. If it is necessary to regularly take images of students for marketing purposes, then a school owned device should be provided.
- 7) Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any pupil area, for example in the Staff Room or in an office, behind closed doors.
- 8) Staff should not give out their personal mobile phone numbers, or other communication contact information, to students.
- 9) Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.
- 10) Bluetooth or other forms of communication should be "hidden" or switched off during lesson times
- 11) If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, then the police will be contacted and allegations will be responding to following the allegations management policy.
- 12) In settings such as staff meetings, staff should keep mobile phones on silent or switched off. Phones should not be used during these times.

## **Sanctions for Misuse of Mobile Devices**

The school will apply appropriate sanctions to any student or member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

## **Security of Mobile Phones and other electronic devices**

**Students and staff are advised to have their phones/iPods/iPads security marked.**

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Pupils should be advised that their devices will be stored securely in their classroom. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation's insurance policy. Staff should be advised to keep valuables on them at all times, or keep them in the staffroom/lockers, though their security there cannot be guaranteed.

## **Cyber Bullying**

Instances of cyber bullying will be punishable in accordance with the school's Behaviour Policies and may even result in exclusion or expulsion (or in disciplinary action, in the case of staff – refer to staff bullying and harassment policy).

## **Dealing with Inappropriate Content on Mobile Devices**

If a teacher suspects or is informed that a pupil has inappropriate content on their mobile device, then the teacher will confiscate the device. The headteacher will elect a member of the Senior Leadership Team to investigate the matter and report back. During their investigations, if the student is formally interviewed, this will be with another member of staff present. A member of staff may investigate content on the mobile device in line with the school's search policy. The child's parents may also be invited to attend the interview. In line with the school's policy on Behaviour and Exclusions, the student may also be excluded whilst the allegation is being investigated.

If it is discovered that the pupil's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the headteacher will be informed and advice will be sought from the Neighbourhood Policing Team (PCSO). The mobile device will remain in the possession of the headteacher until advice from the police has been acted upon. This may include asking all pupils in possession of the image to delete it; if the image has been forwarded outside the school's control, contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the students involved will be notified of the situation to ensure all content on devices in the homes of the students are removed. In-house pastoral support will be offered to those concerned. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the school's policy on Behaviour and Exclusions.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the headteacher (in their absence, the deputy headteacher or DSL).

### **Use of mobile devices: guidelines for staff use (photographs and videos)**

**Staff working in the EYFS setting are specifically prohibited by EYFS regulations from using their personal devices (cameras, mobile 'phones) to take photographs or videos of children in the EYFS setting for any reason. Only school devices may be used.**

School devices (such as iPads or digital cameras) should be used for all photographs and videos of children, including for off-site trips.

Staff must not (under any circumstances) take or use photographs of children for anything other than strictly professional purposes. They must never upload photographs or videos of any children onto the internet or social media platforms. The only exception is for marketing purposes, where parents have given consent, on the school's own website or other school-managed social media platforms.

Before printing any photographs of children in any external publication (e.g. local or national newspapers), parents must give permission for the child's photograph and / or name to be used.

### **Mobile Device Guidelines for Visitors**

1. Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's policy.
2. Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.
3. Visitors connecting personal devices to the school's wireless or wired network will be subject to the monitoring and filtering of internet use.
4. The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
5. Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.
6. Visitors are expected to keep mobile devices switched off (or on silent mode) when on site, unless there are extenuating circumstances which have been discussed with a member of staff.