

		Title		Mobile Device Policy	
		Date		06.07.26	
		Author		K Sedgwick	
		Reviewed by		SLT	
		Review cycle		Annually or when significant changes are required	
Version 1.0		Next Review Date		June 2027	
Version History					
1.0	Original Document				

This policy refers to ALL mobile devices (mobile phone, smart watch, laptop, tablet/ipad) which use Bluetooth, Wi-Fi, 3G, 4G or 5G technology.

1) Introduction and Aims

At Ladycross Infant and Nursery School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice.

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, governors, 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:

- Keeping Children Safe in Education 2026

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices.

Staff are expected to be responsible for their own mobile devices.

2) Code of Conduct

All practitioners should understand misuse, minimise risk, maintain professional boundaries, self-moderate behaviours and report concerns promptly.

3) Staff Owned Devices

Staff are not permitted to make or receive calls/texts during contact time with children. Phones should be on silent or switched off and stored securely. Personal devices must not be used to photograph or record children.

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- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and stored securely in a locker or locked cupboard during working time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground) or during meetings in directed time.
- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children.
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms during breaks or before / after school.
- Staff should be respectful and considerate towards colleagues and others when using a mobile phone or personal device.
- Staff must ensure that personal electronic devices are PIN or Face ID protected to ensure their own privacy and security.
- Should there be exceptional circumstances (e.g. acutely sick relative, emergency doctor call-back), then staff should make the Headteacher aware of this and their device can be looked after in the school office. Staff in the office will answer the call and locate them member of staff.
- Staff are not at any time permitted to use recording equipment on their mobile device, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as the school cameras and ipad's only.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Staff must ensure that there is no inappropriate or illegal content on their personal devices. The Headteacher reserves the right to follow current safeguarding guidance should there be any cause for concern relating to our responsibilities for the safeguarding of children.

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- Staff should never contact pupils via their own personal mobile and should not supply their mobile number or other contact details to parents of children at the school.
 - Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils. We recognise that mobile phones provide a useful means of communication on off-site activities. Where at all possible, school owned devices should be used. However, if staff owned devices are used staff should ensure that:
 - Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
 - Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office only.
 - 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 phone to take photographs of children.
 - Special arrangements may be made during residential trips.
- 4) School Owned Mobile Devices

Any employee provided with a mobile device for work must ensure it is used for that purpose unless permission has been granted.

5) Pupils

Pupils are not permitted to have mobile phones at school; during out of school activities or on trips.

Any mobile devices brought to school without permission will be confiscated, stored securely and returned at the end of the day to an appropriate adult. Where digital devices are used in or out of school to bully or intimidate others, then the head teacher 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.

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6) Volunteers, Visitors, Governors and Contractors

Must follow this policy whilst on school premises.

7) Parents

Parents should use mobile devices courteously and not publish images containing children other than their own.

8) Dissemination

This policy will be shared with staff, volunteers and parents via induction, the school office and website.