



Cavendish Primary School

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Mobile Phone and Electronic Devices Policy

Date of Issue	Review Date	Date Ratified by Governing Body
March 2026	March 2027	March 2026

Rationale

Cavendish Primary School recognises that mobile phones (including smart phones) and other electronic devices such as tablet computers and smart watches are an important part of everyday life. However, such devices can disrupt learning and create other issues such as cyber bullying.

This policy aims to:

- Make clear the school's position on mobile phones and other electronic devices in our primary academy
- Acknowledge the guidance 'Mobile Phones in Schools', Department for Education (2024)
- Provide guidance to staff to be positive role models for our children with regards to the use of mobile phones and other electronic devices
- Support the school's Safeguarding and Child Protection policy

Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else engaged by the school, must alert a member of staff if they have a concern that this policy is not being enforced or complied with.

The Use of Mobile Phones by Staff

Personal Mobile Phones

Staff may need to use their personal mobile phone for work activity, such as accessing emails or using authentication applications.

Staff are encouraged to act responsibly when using their personal mobile phones in our academy by:

- **Not** making or receiving personal phone calls in areas where pupils are present
- **Not** taking photographs or children on personal mobile phones
- Advising the Headteacher if there are circumstances during the day where they may need to make or accept calls (e.g. their child or another dependent is unwell). In the majority of cases calls can be made to the school office by the dependent removing the need to make or accept calls during the workday.
- Ensuring any personal device used for work email has adequate protection, including a passcode of at least 6 digits to unlock the device.
- Reporting a lost or stolen device to the Headteacher at the earliest opportunity so that steps can be taken to ensure sensitive data from emails remains secure.

Safeguarding

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

Data protection

Staff must not use their personal mobile phones to process pupil data, or any other school information, including entering such data into generative artificial intelligence (AI) tools.

Using personal mobile phones for work purposes

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

- Emergency evacuations
- Supervising off-site trips
- Supervising residential trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, or anything which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or a designated 'work phone'

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use work phones and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communication using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional, in line with our Staff Code of Conduct

Use of Mobile Phones by Pupils

Our school is 'Phone Free'. This means that pupils' phones should not be seen, heard or used during the academy day. Pupils are not permitted to bring mobile phones or other electronic devices (such as tablets and smart watches) with them to school. However, the school recognises that pupils and their families may rely on mobile phones as a safety measure where children travel to and from school independently. Where this is the case, in line with the school's process for permitting children to travel independently, pupils may bring a mobile phone with them providing the following conditions are met:

- It is a day where the child is travelling independently.
- The mobile phone is switched off and handed over to the class teacher on arrival to school.
- The mobile phone is stored in a secure place, each class has a cash tin and this is kept in the cupboard in the room.
- The mobile phone is only returned to the child at the end of the day.

Pupils in Breach of this Policy

Pupil mobile phones and other electronic devices (such as tablets and smart watches) are prohibited items in our academy. Where pupils are in breach of the policy the following process should be followed:

1. (If appropriate) a reminder of the conduct expectations and an opportunity to comply with the policy.

2. Confiscation of the device and parents/carers advised. The device is then stored in a secure location away from the classroom such as the Headteacher's office (in locked storage).

3. The device is only returned to the parent or carer of the child.

4. Consequences, where necessary, may be issued in line with the school's Behaviour policy.

Staff should refer to DfE guidance 'Searching, Screening and Confiscation' (2022) for further advice if required.

Communicating with parents/carers

Where there has been a breach of this policy by a pupil, the school will advise parents/carers at the earliest opportunity before the end of the school day.

Our policy will be published on our website.

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

Parents/carers, volunteers and visitors (including governors and contractors) must adhere to this policy as it applies to staff if they are in the academy during the school day. This means:

- Not taking pictures or recordings of pupils (or anything that could identify a pupil)
- Not using phones in lessons, or when working with pupils
- 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.

Loss, theft or damage

The school accepts no responsibility for mobile phones or other electronic devices (such as tablets and smart watches) that are lost, damaged or stolen on the school premises or transport, during school visits or trips or while pupils are travelling to and from school.

Adjustments to this policy

The Headteacher may adjust this policy on a case by case basis where they deem this to be appropriate. Circumstances could include, but are not limited to, where a mobile phone is used for medical purposes (e.g. the tracking of blood sugar levels for a diabetic child).

The Headteacher can provide additional guidance if required.

The Headteacher must record on CPOMS the adjustments being made, with the reason and the steps being taken to prevent the device causing disruption to learning or a safeguarding concern.