

**Brinscall St John's C.E./
Methodist Primary School**



Mobile Phone Policy

Date of policy: May 2026

Date approved by Governing Body: June 2026

Review date: Summer 2028



Brinscall St John's CE and Methodist Primary School

Shine with the light of Jesus

School Vision and Mission Statement

Shine with the light of Jesus – Matthew 5:14-16. You are the light of the world.

Within our school family, everyone is valued and encouraged to flourish. We encourage everyone to let their light shine in all aspects of their life, following the example of Jesus Christ.

We hope for each member of our school family to understand how much they are loved by Jesus, so we can each flourish, and shine His light out into the world around us by the way that we live.

School Values

We are proud of our Christian foundations and recognise that our school, and the relationships we have, are distinctive because of this. We promote the values and beliefs of the Christian faith, whilst respecting the beliefs and cultures of others. We encourage an understanding of the meaning and significance of faith and promote a range of Christian Values alongside British Values through the experience we offer to all our pupils. Daily worship and our understanding of Christian Values help us to fulfil our vision and mission statement 'Shine with the light of Jesus'

Introduction and aims:

At Brinscall St John's CE/Methodist primary, we understand that mobile phones and technology are a part of everyday life for most families. This policy aims to:

- Set clear guidelines for use of phones for pupils, staff, parents and volunteers;
- Address the challenges of mobile phones in school, such as:
 - Risk to child protection;
 - Data protection issues;
 - Potential for disruption;
 - Risk of loss, theft or damage.

Roles and responsibilities

Staff

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 witness, or are aware of, a breach of this policy.

Use of mobile phones in school

Pupils

Pupils are prohibited from using their mobile phones in school. This extends to other internet-capable or camera devices (see below). Wherever possible, phones must not be brought to school. Where it is absolutely necessary for a phone to be brought, they must be handed in to the school office upon arrival and they will then be returned at the end of the day. School staff **must be informed** if a phone is being sent into school with a pupil. The permission form in appendix 1 must be completed and approved by the headteacher for this to happen.

There are some exceptions where a phone may need to be with a pupil during the day, for example, the essential monitoring of medical conditions. If this is the case, the phone stays with a member of staff during the day and is not allowed to be in the pupil's possession unsupervised.

Other devices

The above applies to any device that has a camera or is internet enabled, including, but not limited to: tablets, personal computers, smart watches or any other wearable technology.

Staff

Staff (including governors, contractors or anyone else engaged by the school) are not permitted to make or receive calls, send texts, or use the internet or camera functions of their phones when children are present. There are other functions of mobile phones that staff may need to use, for example, use of two-factor authentication to access data by SLT. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present or expected to be present. If walking to one of these places, mobile phones should not be in use – this includes hours when breakfast or after school clubs are in operation.

There may be circumstances in which it is appropriate for a member of staff to require the use of these functions of their phone during contact time, for instance:

- expected emergency contact by their child, or their child's school;

- expected emergency contact for acutely ill dependants or family members.
- Being point of contact for staff outside of school (for example, on trips)

Requests to have access to a mobile phone during times when children are present must be agreed by the headteacher. If deemed unnecessary, school staff should use the school office number 01254 830700 as a point of emergency contact.

On school trip, teachers and support staff may take their personal mobile phones, but these must be kept out of sight unless for essential use for the trip or essential messages to/from school or venue or parents. No mobile phone camera technology is to be used on school trips under any circumstances. School devices must be used for all photographs on trips and a personal mobile taken for communication purposes only.

Smart watches

Many smart watches have the same capabilities as mobile phones and allow communication via text and through social media. Volunteers and pupils who possess a smart watch must adhere to the following guidelines:

1. If your smartwatch is capable of generating a 4G signal or has a camera, then it is not permitted to be worn whilst on the school premises.
2. If you have a fitness tracker that does not generate a 4G signal or doesn't have a camera but connects to a phone via Bluetooth, you must ensure that the Bluetooth on your phone or on your watch is disconnected before you enter the building.

Teachers and support staff who have signed the school's Acceptable User Agreement are able to wear smart watches in school, as long as the agreed protocols are followed.

Meta glasses or other smart glasses are not permitted by anyone on site.

Data protection

Please refer to school's Data Protection (GDPR) Policy and Privacy Notice (Pupil Information) for further information regarding how we use and store information

Safeguarding

Staff should not provide their personal contact details to parents or pupils, including connecting through social media and messaging apps. Our school has adopted Lancashire County Council's model policy on The Use of Social Networking Sites and Other Forms of Social Media. This policy clearly sets out the school's position, and should be read along with the school's Code of Conduct 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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Personal mobile use for work purposes

Online Safety and Cyber Security is an important part of daily life in school. All staff and governors are asked to agree and sign our detailed Acceptable Use Agreement. 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;
- supervising residential visits;

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, their work, or anything else which could identify a pupil;
- refrain from using their phones to contact parents wherever possible, however if this is necessary (for example, on a residential), staff are responsible for withholding their number when ringing;
- ensuring their mobile phone is password protected and stored safely out of view when not in use.

If necessary, contact must be made via the school office.

Use of mobile phones by parents, volunteers and visitors

Parents, Carers, Volunteer and Community Users at our school are requested to agree and sign, and adhere to, our Acceptable User Agreement. When visitors sign in to enter our school, they are directed to our notice to inform that the use of mobile phones is not permitted on site, and that they must speak to a member of staff (who will direct them to a secure space) if essential use of a mobile phone is required. This includes governors and contractors, who must adhere to this procedure if they are on site during the school day when pupils are present.

This also includes:

- not taking pictures or recordings of pupils, unless it's a public event (such as a school fair) and follows school's procedures for such events (i.e. for personal use only and not for external publication);
- using any photographs or recordings for personal use only
- not using phones in school including where pupils are present.

Parents, 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 (see display in school entrance). Parents are permitted to take photographs at events such as sports day or performances with the headteacher's agreement. They are reminded that these should not under any circumstances be published on social media of any kind. Under no circumstances must parents use their phone (for calls, messages, photographs or internet) whilst in the school building. This extends to smart watches and cameras/recording equipment.

Parents or volunteers supervising school trips or residential visits must follow the trip leader's direction with regards to the use of mobile phones.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above. Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely with the office for the duration of the school day. Pupils must ensure their phones are turned off. Staff are also responsible for ensuring the security of their personal mobile phones and devices. 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 pupils are travelling to and from school. Confiscated phones will be stored in the school office ~~in the school safe~~. Lost phones should be returned to the school office. The school will then attempt to contact the owner.



Brinscall St John's CE and Methodist Primary School

Shine with the light of Jesus

Appendix 1- permission to bring a phone to school:

Pupil details	
Name	
Year group	
Class	

The school has agreed to allow to bring [his/her] mobile phone to school because [he/she]:

- travels to and from school alone;
- attends before or after-school where a mobile phone is required to contact parents;

By signing this agreement, I agree to abide by the school's policy on the use of mobile phones, and its acceptable use agreement. I agree to leave my phone at the office before I come on to the school site and collect it after leaving the site at the end of the day. My phone/device shall be turned off and clearly labelled. I acknowledge that 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 pupils are travelling to and from school.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____

Pupil signature : _____

School use only:	
Authorised by (signature)	
Name and role	
Date	



Brinscall St John's CE and Methodist Primary School

Shine with the light of Jesus

Appendix 2 – visitor agreement:

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Unless you are attending a public event, mobile phones or devices must not be used where pupils are present.
- If you are attending a public event in school, photographs or recordings of pupils are only permitted with the agreement that these are not shared digitally; are retained for your personal use only and only relate to your child.
- There will be occasions when all visitors will be requested not to take photographs or recordings of pupils events – this will relate to safeguarding of specific children involved and your support is kindly requested in this respect.
-
- Mobile phones must not be used when working with pupils. Staff to be consulted if essential mobile phone use is required.

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.

Visitor signature: _____

Visitor full name : _____