Gorseybrigg Primary School and Nursery

Aims

At Gorseybrigg Primary School and Nursery, we want to ensure that children have a safe environment. This policy sets out the expectations for mobile phone use for children, staff, parents/carers, visitors and volunteers. This policy meets the requirements of the Department for Education Statutory Guidance June 2026.

Use of mobile phones by school staff

The DfE's guidance states that staff should not use their own mobile phone in front of pupils during the school day.

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phone while children are present.
  There may be some circumstances where it is essential to use a mobile phone in the presence of children. These include:
  - Contacting parents, colleagues and school at out of school events.
  - To access multi-factor authorisation (although as far as possible, this should be restricted to times when children are not present)
  - For contact during emergencies such as fire alarms and lockdowns
  - Other circumstances where the use of a mobile phone is essential for children's safeguarding or wellbeing
  - During residentials and off-site trips

  In these circumstances, staff will use their mobile phones in an appropriate and professional manner, in line with the Gorseybrigg code of conduct.

- Staff must not use their mobile phones to take photos or recordings of children. Should a photo of a child be taken in exceptional circumstances, this must be referred to the headteacher and deletion of the photo must be verified.

- Use of personal mobile phones must be restricted to non-contact time in areas of the school where children are not present. Phones must not be routinely out in classrooms or other areas where children are present.

- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. Examples include:

  - For emergency contact by their child or child's school
  - In the case of acutely ill dependents or family members
  - To accept a call regarding personal health

The headteacher will decide on a case by case basis whether to permit mobile phone use for special arrangements. School staff can use the school office number as a point of emergency contact.

- Staff who fail to adhere to this policy may face disciplinary action.

Use of mobile phones by other adults in school

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.

- The use of phones to take pictures at certain school events (such as Sports Days and concerts) is permitted if the picture is of their own child and is not posted on social media.

Use of mobile phones by children (in this section, the term phone includes other devices such as smartwatches)

- Children from Nursery to Year 4 are not permitted to bring phones onto the school site. Any exceptional circumstances must be discussed and agreed with the headteacher in advance.

- Children in Y5 and Y6 are strongly discouraged from bringing phones onto the school site. However, we recognise that parents may wish children who are walking to and from school alone to have access to a mobile phone. In these circumstances the following conditions apply:

    - Phones must be switched off before entering the school grounds
    - Phones must be handed in to the class teacher who will store them
    - After collecting phones from the class teacher at the end of the day, they may only be switched on after leaving the school grounds
    - Any use of a phone during the school day or on trips or residentials will result in confiscation of the phone which will only be released to the child's parents in person

The school accepts no responsibility for the loss, damage or theft of phones under any circumstances.

- If any inappropriate use of phones by children (for example social media, messaging, bullying, inappropriate content or images) is brought to the attention of a member of staff, the headteacher or assistant headteachers will be informed. The incident will be treated as a potential safeguarding concern.

Rachel MacLeod

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