

Clifton Green Primary School

Mobile Telephone Policy

Signature of Co-Chairs of Governors	Kathleen Wood and Jeremy Pilling
Signature of Head Teacher	
Member of staff responsible	Victoria Brinkworth
Reviewing Committee	Teaching, Learning and Curriculum
Statutory/Non-Statutory	Non - Statutory
Date of Adoption	April 2026
Date of Review	April 2028



1. Aims

Clifton Green Primary School is committed to safeguarding and promoting the welfare of children.

The aim of the Mobile Telephone Policy is to permit users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

At Clifton Green Primary School, we recognise that mobile telephones play an important part of everyday life for our pupils, parents, governors, visitors and staff, as well as the wider school community.

Our policy aims to:

- promote and set an example for safe and responsible telephone use
- set clear guidelines for the use of mobile telephones for pupils, staff, parents and volunteers
- support and develop children's learning and understanding of our whole school online safety rules
- support parents in understanding the issues and risks associated with children's use of digital technologies.

This policy links to our Child Protection and Safeguarding Policies, Acceptable Use Policy and Staff Code of Conduct.

2. Staff

Staff are not permitted to make/receive calls/texts during contact time with children. Should an emergency situation arise whereby a member of staff needs to make or receive a call this should be discussed in advance with a Senior Leader.

Staff should have their telephones on silent or switched off and out of sight during class time

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings or images of children. Legitimate recordings and photographs should be captured using school equipment.

Staff should report any usage of mobile devices that causes them concern to a Senior Leader

3. Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

It has therefore been agreed that:

- Pupils may be given permission to bring mobile telephones into school if they are walking to or from school without parents (usually years 5/6 only).
- The telephone must be handed in to the class teacher at the beginning of the day
- The phone is left at the owner's own risk and school is not responsible for loss or damage
- Telephones must not be taken on school trips/visits
- Children are not permitted to bring in any other communication devices, such as smart watches, that could be used to record sound or images or send or receive messages.

Breaches of the above conditions could lead to the school confiscating the device and withdrawing permission for the child to bring their telephone into school. If a device is confiscated it will be held in the school office and will need to be collected by a parent or carer.

Where mobile telephones are used in or out of school to bully or intimidate others, then the Head Teacher and Designated Safeguarding Lead has the power to intervene. This may include investigation, confiscation of devices (where appropriate), contacting parents/carers, applying sanctions in line with the Behaviour Policy, and referral to external agencies where necessary.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

4. Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile telephone policy as it relates to staff whilst on the premises. Reminders of the school's expectations of mobile telephone use on school site are displayed around school and also in our visitors leaflet upon arrival.

5. Parents/Carers

While we would prefer parents not to use their mobile telephones while at school, we recognise that this would be impossible to regulate and that many parents see their telephones as essential means of communication at all times. We therefore ask that parents/carers usage of mobile telephones, whilst on the school site is courteous and appropriate to the school environment.

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Please also remember that your child will want to greet you at the end of the day and share their news, so please try to be 'available' as they come out of their classroom.

Mobile phone use is not permitted when parents or carers are waiting in the school Office as this is a working environment. Posters are displayed in this area as a reminder.

We appreciate that parents will want to photograph or video school events such as shows or sports day using their mobile phones, but this is in the understanding that parents do not publish images (e.g. on social networking sites) that include any children other than their own. It is not permissible for parents to take photographs or videos at any other time on school premises.

We would really appreciate it if parents and carers would refrain from using facetime or any form of video calling whilst on site as this is a safeguarding issue potentially for other members of our school community.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff and dealt with in accordance with the appropriate school policies.

