



Kirkby and Great Broughton Primary School

Mobile Phone Policy

Purpose

This policy sets out expectations regarding the use of mobile phones and smart devices in school. The school operates as a mobile phone-free environment throughout the school day in line with Department for Education guidance. The aim is to safeguard pupils, minimise disruption, and promote a calm, focused learning environment.

Principles

- The school is mobile phone-free during the school day
- Mobile phones are not required for learning
- Safeguarding is central to all decisions about device use
- Staff must model professional and appropriate behaviour at all times

Pupil Use of Mobile Phones

Pupils must not use or access mobile phones at any point during the school day.

Exceptional Circumstances

A pupil may only bring a phone if:

- Written parental permission is provided for a Y5/6 pupil to walk home independently.
- Approval has been given by the Headteacher

Storage Procedures

Phones must be handed into the school office on arrival, securely stored, and signed in and out. They must not be accessed during the school day.

Staff Use of Mobile Phones

Staff must not use mobile phones in the presence of pupils. Phones may only be used in staff areas away from children. Exceptions apply for authentication or emergency use only.



Photography and Recording

Staff must not take photographs or videos on personal devices. In extremely rare circumstances, Headteacher permission must be given. Images must be transferred immediately and deleted from the phone and deleted folders.

EYFS

No mobile phones or smart devices connected to the internet are permitted in EYFS areas around children at any time.

Smart Devices

This policy includes smart watches and any internet-enabled device. Only non-connected devices may be allowed at the school's discretion.

Breaches

Pupil breaches will result in confiscation and parental contact. Staff breaches will be addressed through professional procedures and may be treated as safeguarding concerns.

Safeguarding

This policy supports safeguarding by preventing misuse of technology and reducing risks linked to online communication and recording.

Monitoring

The policy will be reviewed annually. Leaders and governors will monitor implementation, consistency and impact.