Mobile Phone Guidance

Policy Type:	**Academy Policy**
Review Date:	**February 2026**
Person Responsible:	**Head Teacher/FSW**

Whitefriars Church of England Primary Academy
Mobile Phone Guidance

All adults should have their mobile phones on silent or switched off and not accessible to pupils. (eg in a drawer, handbag – not on your person) during class time.

Adults are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office (01553) 761001. Should there be exceptional circumstances (e.g acutely sick relative), then the adult should make the Headteacher and office staff aware of this so that messages can be relayed promptly.

Mobile phones can only be accessed during authorised breaks and this should be limited to places where there are no children present e.g in office areas, staff room, and empty classrooms.

Phones can in no way be used to call, text, email or message pupils.

Adults must securely protect access to their phone e.g. passcode, fingerprint.

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

Adults should report any usage of mobile devices that causes them concern to the Headteacher.

A school mobile phone should be used when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite can carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.

All pupil mobile phones must be handed to a member of staff at the start of the school day and collected at the end of the day. Mobile phones must not be used on school premises by pupils.

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