KINTBURY ST. MARY'S
CE PRIMARY SCHOOL

Our Christian values of hope, friendship and respect support our caring ethos. With our rich and diverse curriculum these underpin our belief that everyone in our school community can develop a sense of self and understanding of their place in our world in order to achieve and flourish throughout life.

'Love thy neighbour as thyself' Luke 10:25-37

Mobile Phone and Smart Devices Policy

Approved by: The Governing Body

Date: 10.12.25

Next Review date: Autumn 2026

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Mobile and Smart Technology Devices Policy

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

Introduction

Kintbury St Mary’s has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones. Please note pupils are not permitted to use any communication or camera devices in school.

Camera Mobile Phones

Mobile phones are popular and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet, social media platforms or in chat rooms.

There is a potential for mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff policy

The KSM Mobile Phone Policy allows staff to bring in personal mobile telephones and devices. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Staff members require access to their personal devices to enable second-level security when signing in to the school email system and certain data platforms. This measure ensures compliance with our security protocols and helps protect sensitive information.

Staff personal use of mobile phones during their working day should be:

- outside of their contact hours
- discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched to ‘silent’ and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephones based in rooms across the school. In exceptional circumstances, authorised by the headteacher, staff may need to contact a parent using a personal device however staff should ensure their number is 'withheld'.

It is acknowledged that, with prior permission sought from the Headteacher, there are exceptional reasons where staff may access/use personal mobile phones, eg. for the purpose of communicating with school whilst on an offsite visit or personal emergencies. In these circumstances it is acceptable for the phone to remain with the staff member and switched 'on' during contact/contracted time.

Staff must never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate and must never accept or send anything from pupils.

With regard to camera phones, a member of staff, (other than with the express permission of the headteacher and with associated risk assessment/Appendix 1 in place), must never use their phone to photograph a pupil(s). Staff should not allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors or Volunteers In School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children. All classes have a school tablet and a school camera phone is available to loan from the Headteacher.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips must not use their mobile cameras to take pictures of children.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Kintbury St Mary's discourages pupils bringing mobile phones to school. **Pupils are not permitted to use mobile phones during the school day, at PTA events such as discos, or on school trips or residential visits.**

*When a child needs to bring a phone into school, a permission slip (Appendix 2) must be signed by the parent and the phone (switched off) must be left in the school office at the start of the day; mobile phones will be collected by the pupil at the end of the day after their class has been dismissed and they have left the classroom by the 'normal' route. During the day, these phones will be stored in a secure drawer. Phones should be clearly marked so that each pupil knows their own phone. The pupil's mobile phone can only be collected/given to the specific pupil. Parents are advised that Kintbury St Mary's accepts no

liability for the loss or damage to mobile phones which are brought into school or school grounds.

*Please note, leadership and governance reserve the right to suspend/adapt this policy should the need arise.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

Within the school grounds or during a school supervised/led activity, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy. The pupil must delete the Photo or Video in the presence of a member of the SLT and with a parent/guardian present. The Photo or Video must also be deleted from all storage devices immediately.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed from both the mobile device and cloud storage by the pupil in the presence of a senior member of staff. (Please see more guidance on sexting in our safeguarding policy).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages / voice notes and other apps as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Phone for medical use

It is acknowledged that there may be exceptional reasons where mobile phones are needed to be with a pupil, for the purpose of monitoring a medical condition. In these circumstances, it is acceptable for the phone to remain with the pupil during class time. Should this need arise, an individual risk assessment will be put in place.

The policy supports the Health & Safety, Anti-bullying, Positive Relationships and Behaviour, Safeguarding, Social Media and Internet/Esafety policies. This policy will be monitored and reviewed as required but at least every two years.

Appendix 1

Risk Assessment for the use of staff mobile phones

Hazard observed	Risk	Persons at Risk	Control measures	Actions	Residual Risk Rating
Staff member taking photos on personal phone	Misuse of photos	Staff Pupils	-Photos must have a clear purpose -permission must be granted by Head teacher/AHT - photos to be emailed/uploaded to school device and deleted from personal device and cloud -school device to be used whenever possible	Clear understanding and adoption of policy by all staff	low
Staff/visitors carrying a mobile phone	May disturb teaching and learning	Staff pupils	-phone will be kept on silent/vibrate in pupil areas of the school Phone is generally left in office		low
Contacting parent/carer via personal phone in emergency	Data breach of personal contact details	Staff	-staff will prefix with 141 before dialing	School office will be first port of call for phone calls during school trips -policy understood and adopted by all staff	low
Camera phones at school events	sharing photos of others without consent	Staff pupils	-reminder will be given about only taking pictures of own child and not sharing anything with others in the background on social media	-statement added to event programs	low
Parent/carer phones/cameras on school trips	sharing photos of others without consent	Staff pupils	-volunteers will be reminded on every school trip that they are not to use own devices for photos. -school device will be given to a volunteer who	-staff on trips to be vigilant and remind any parents who are using phone -all volunteers will be asked to sign	low

			is asked to support with photography	trip risk assessment	

Appendix 2

Phone Parental Consent Form

Dear parent/carer,

If you wish for your child to bring a mobile phone to school due to walking to and from school alone, please can you return the consent form below to give your permission and remind your child of our school policy.

- Your child needs to bring their SWITCHED OFF phone to the office first thing in the morning, before they go to their classroom.
- The school bears no responsibility for loss or damage to a mobile phone.
- Your child's phone must be appropriately marked so that they can recognise it.
- The phone may only be collected at the end of the day after class dismissal.
- Should your child be found using their phone inappropriately, Kintbury St Mary's reserves the right to withdraw this privilege, and your child will no longer be able to bring their phone in to school.

Thank you for your support.

Kind regards,

Alison McDonald

Headteacher

MOBILE PHONE PARENTAL CONSENT

I give permission for my child…….. in year ……. to bring their mobile phone in to school when they are walking to or from school alone.

I have read the Mobile phone and Smart Devices policy and understand its implications.

Signed …….