



Meadlands Primary School
Mobile Phone Policy
Updated: March 2026 Review: March 2027

At Meadlands we dream big. Our mantra is borrowed from our literary hero, Roald Dahl *we are the music makers and we are the dreamers of dreams.* And our motto is *Work Hard & Be Kind.* What do these words mean to a kid like me at Meadlands? It means we learn more than just facts and subjects, we are taught how to learn so we can be adaptable and be ready for the world we will be part of when we are older. Meadlands encourages us to be self-motivated, to use our own initiative, to be resilient, curious, imaginative, determined and above all else to be kind and respectful. My teachers and staff know me very well, my learning is personalised to my own strengths and weaknesses, I have goals set to challenge me, to break down my barriers and overcome my difficulties. So I can always be better and do better. As a class we make outstanding progress in our lessons. We are proud of ourselves and each other. As a school we all work to improve and grow it. Students, parents, care givers, staff, leaders and governors. Everyone is invited to contribute. This is part of our experience. Our school is committed to dreaming big. Never resting on our laurels. The curriculum is always developing and improving. Delivering the new skills and knowledge we will need for the future. Our school is a harmonious place to be. Where dreaming is nurtured. Where we know through hard work and kindness, every dream is possible.

Introduction and Aims

At Meadlands Primary School the safety and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the school Safeguarding Policy, Social Media Policy, Acceptable Use Policy, Online Safety Policy and Staff Code of Conduct.

Guidance on the Use of Photographic Images and Videos of Children in Schools

It's important that we celebrate achievements and have photographs and films of special moments. We also acknowledge that family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if organisations are aware of the potential risks and dangers and put appropriate measures in place.

Risk Factors

Some of the potential risks of photography and filming at events include:

- Children may be identifiable when a photograph is shared with personal information
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information

- Inappropriate photographs or recorded images of children
- Inappropriate use, adaptation or copying of images

Therefore, we adopt the following policy when photographing or recording images of children at Meadlands Primary School or when off-site on trips and visits.

- Do not use the children's names in photograph captions.
- Use a parental consent form to obtain permission for a child to be photographed and videoed and obtain the child's permission to use their image
- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Swimming and drama present a much greater risk for potential misuse.
- Maintain alert to the risks of how images of children on an organisation's website can be misused. Images accompanied by personal information such as the name of a child and their hobby could be used to learn more about a child prior to grooming them for abuse.
- Provide written behavioural expectations of professional photographers or press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside an event or at the child's home.

Data Storage and Protection

Images or video recordings of children must be kept securely on the school server. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access. Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer or handbag) during class time, this includes office staff and senior leaders. The only exception to this rule is when a mobile phone is used for a medical purpose.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, school offices).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. staff room, either before 8.45am, at break time 10.30am-10.45am, at lunchtime 12.30pm-1.30pm or after school has finished 3.30pm.
- It is also advised for security that staff protect access to functions of their phone.

- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff 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 and iPad. Personal cameras can be used with permission from the Headteacher using a school SD card. When a personal SD card is used, the photos must be moved to the server and deleted from the SD card before the card is taken offsite. The Headteacher, Deputy Headteacher and School Business Manager may use their mobile telephones to take photographs. These photos will be deleted once put on the website. All staff may use their mobile phones to access authorisation codes for CPOMs.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- The SLT may use their mobile phones to review footage from the blink cameras via the schools blink cameras account (seeking advice from the DPO on this)

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities.

However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office. Except for during residentials and after school hours when contact with families is needed then the school's trip phone should be used.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - 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.

Therefore:

- Pupils from Nursery to Year 5* are not permitted to have mobile phones at school
- Pupils in Year 6 are permitted to bring their mobile phones to school, but only when they and a **parent/carer have signed and agreed to follow the Year 6 Mobile phone Code of Conduct** (Please see Appendix A) * and in the summer term of Year 5, this expectation applies to Year 5 too.
- Once in school the mobile phone must be switched off and handed in to the class teacher. It will be locked away and returned at the end of the day.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day to the parent.

Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher does have the power to intervene to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.

Cyberbullying and sexting by pupils will be treated as a safeguarding issue. Staff (and children) are expected to report any incidents of sexual harassment between children via mobile phone or smart technology to the DSL or DDSL, who will make the decision to refer to SPA.

Any incidence of cyberbullying will be dealt inline with our cyberbullying policy.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones – this is reinforced by signage and, if necessary, reminders from staff.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Updated March 2026

Signed
Chair of
Governors
Christina Powell

Date 9/3/2026



Signed
Headteacher
Jo Wreford

Date 9/3/2026

Mobile Phone Acceptable Use Policy

In order for a pupil's mobile phone to be brought into school, the following must be agreed to by the pupil and a parent/carer.

- I know that I need to get permission from a parent/carer before I can bring my mobile phone into school.
- I know that if I bring my phone to school and the school has not been given parental permission, then my phone will be confiscated and my parents/carers informed.
- I know that if I bring my mobile phone into school it needs to be kept in the school office until the end of the day when it is returned.
- I know that I need to switch off my mobile phone once I have entered the school premises. My phone is not to remain off during the school day.
- I know that the headteacher has the right to search the content of my mobile phone if there is reasonable suspicion that it has been used for cyberbullying.

Pupil's signature: _____

Parent's name: _____

Parent's signature: _____

Date: _____