St. James CE Primary School is committed to the safeguarding of our pupils and staff.

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Mobile Phone Policy



Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

Vision

Our School Vision:
Within our community we strive to develop deep roots, strong growth and freedom to flourish as a unique and whole child of God.

Matthew 13 - The Parable of the Sower – '… but the seed falling on good soil refers to someone who hears the word and understands it. …….produces a crop, yielding a hundred, sixty or thirty times what was sown."







Values

We decided at St James CE Primary School that Kindness and Respect are values which we feel unpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

½ termly focus	Value
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

Mobile Phone Policy

1. Purpose and Rationale

Statement of Intent

The purpose of this policy is to outline clear and practical guidelines for the use of mobile phones within the school environment. This policy aims to ensure that mobile phones are used responsibly and only where needed, in order to mitigatate any potential distractions, breaches of privacy, or disruptions to the educational process.

Objectives

- To uphold the school vision in relation to academic and personal development.
- To ensure a safe and distraction-free educational environment.
- To set clear expectations for the responsible use of mobile phones by all members of the school community.

2. Scope

Applicability

This policy applies to all students, staff, and visitors on the school premises and during school-related activities.

Responsibilities

- **Pupils** must follow the rules regarding when and where mobile phones can be used.
- **Staff** are responsible for enforcing the policy and providing guidance to students, as well as following the policy where it applies to them.
- **Visitors** are expected to follow the school's guidelines on mobile phone use in order to ensure a safe working environment for pupils and staff.

3. Policy Statement

General Usage

Mobile phones must be switched off and stored away during all lesson times. For pupils, phones and any other digital devices (such as smartwatches) must be handed in at the School Office on arrival at school, and collected again at the end of the day, in order that they are not used during learning time.

Outside School Hours

Mobile phones must not be used during after-school clubs or activities. Staff will return any mobile phones or smart watches at the end of the after school.

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Emergency Use
In cases of an emergency, staff are encouraged to use the school's phones. Mobile phones may only be used in personal emergencies, and only where there is no alternative (such as on a trip). Where a staff member needs to use their mobile phone in a personal emergency, they must step outside of the classroom and do so in an area away from children.

4. Guidance for Specific Groups

Students

- Students from Year 5 upwards are allowed to bring mobile phones to school, if they are travelling alone but must adhere strictly to the rules stipulated in this policy and have written permission from a parent that is signed by a member of the SLT team, where bring a mobile phone to school is agreed.

- Mobile phones should be marked clearly with the student's name and kept in a secure place specified by the school during the school day (the School Office)

Teachers, Staff and Volunteers

- Staff members should set positive examples by using their mobile phones appropriately within the school's guidelines. Mobile phones belonging to members of staff and volunteers must be kept out of sight of children at all times during the school day, and should only be accessed by staff when they are on their break or at lunch. Staff members and volunteers are not permitted to use their mobile phones or smartwatches at all for any purpose when working with children, unless stepping outside of the room to take an emergency call. If a staff member or volunteer is aware that they may be receiving an emergency call during the day, they must inform a member of SLT in order that they are given permission to keep their phone in their pocket or out on their desk.

- Staff members and volunteers must not use their mobile phones to take photos of children within the school, as per our Safeguarding and Child Protection Policy.

- Staff will be responsible for monitoring compliance and addressing instances of misuse as per the disciplinary procedures outlined in this policy.

Visitors

- Visitors are requested to set their phones to silent mode and use them minimally in the school setting to avoid disruptions. Visitors must keep their mobile phones out of sight of children.

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5. Safety and Security

Privacy
All members of the school community are expected to respect personal privacy. Unauthorised photography, video recording, or transmission of audio or any personal data without consent is strictly prohibited.

Cyberbullying
The school has zero tolerance for cyberbullying. Any misuse of mobile phones that results in bullying will be taken very seriously, following our Anti-Bullying Policy.

Theft or Loss
The school is not responsible for the theft or loss of personal mobile phones. It is advised that mobile phones brought to school are insured individually by their owners.

6. Consequences of Non-compliance

Sanctions
Non-compliance with this policy may result in sanctions. For pupils, these will be in line with the school's Behaviour Policy and may involve confiscation of the phone, lunchtime Reflection, or internal exclusion. For staff members and volunteers, we will follow the Disciplinary Procedure.

Process
- Confiscated phones may only be collected by parents/carers from the school office
- Repeat offences will lead to more significant sanctions.

7. Monitoring and Review

Monitoring
The policy will be monitored by the school's leadership team, which will ensure its effectiveness and adherence.

Review Schedule
The mobile phone policy will be reviewed annually and updated as necessary to reflect new technology and educational needs.

8. References and Legal Compliance

Alignment with DfE and Ofsted Requirements
This policy is aligned with the latest DfE guidelines and Ofsted requirements related to student safety and well-being.

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Relation to Other Policies
This policy works in conjunction with the school's policies on Safeguarding and Child Protection, Anti-Bullying, and IT use, ensuring a comprehensive strategy for managing pupil wellbeing and behaviour.

Policy written: December 2025

Review date: December 2027