



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Mobile Phone Policy

Rationale

At Lancaster Christ Church, we recognise the value of technology in supporting, developing and enhancing learning experiences, however we also recognise the potential risks that can arise through misuse of technology. Our highest priority is to safeguard our pupils from such risks, while facilitating a safe environment in which they can be taught how to keep themselves safe with regard to the use of technology, both now and in the future.

This policy should be read in conjunction with:

- Behaviour Policy
- Code of Conduct
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Social Media and Social Networking Policy

Camera Mobile Phones

Camera mobile phones are now the norm 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 or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Use of Mobile Phones by pupils

At Lancaster Christ Church we discourage pupils from bringing mobile phones into school due to the potential issues which could arise, however we recognise that there are instances where a mobile phone may be necessary, for example, from a safety perspective if a pupil walks to and from school alone.

When there is need for a child to bring a mobile phone into school, it must be **switched off** at all times whilst in the school building. On arrival at school, pupils should hand their mobile phones in at the school office where they will be stored safely, out of sight. It is the responsibility of individual pupils to then collect their mobile phone at the end of the school day.

Parents / Carers are advised that Lancaster Christ Church accepts no liability for the loss or damage to mobile phones which are brought into school or onto the school grounds.

Where a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day. If further incidents occur, parents / carers will be contacted and required to collect the phone from the office on their child's behalf.

Policy Written by: Emma Simpson

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If a pupil is found taking photographs or video footage with a mobile device of either pupils or staff during the school day, this will be regarded as a serious offence and disciplinary action will be taken according to the behaviour policy. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

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.

Should parents/ carers 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.

Christ Church is committed to developing children's awareness of the appropriate use of mobile phones through regular discussions and participation in Online Safety sessions such as 'B-Cyberwise', and we ask that parents/ carers should also talk to their children about the appropriate use of mobile technologies.

Sexting

Where instances of 'Sexting' are reported or suspected, guidelines suggest that adults **should not** view images, unless there is good and clear reason to do so. In such cases, school will follow guidance outlined in the UKCCIS 'Sexting in Schools and Colleges' document.

Use of Mobile Phones by staff/volunteers/students

Whilst it is acceptable for staff, students and volunteers to have and use mobile phones at school, the following must be adhered to, to ensure safe and appropriate use of them:

All staff members should only access their mobile phones during their **break times when they are not directly responsible for the supervision of children**. At all other times, mobile phones must be kept in **silent mode and hidden away from view**, either within a classroom cupboard (teaching staff) or within lockers (support staff).

For students on work experience, or volunteers in school, mobile phones should only be used **during designated break times and out of sight of the children**.

Mobile phones must be locked **and protected by passwords or codes**.

For the purposes of safeguarding, mobile phones should not be used to photograph or video pupils. Adults should never not themselves to be photographed or filmed by pupils.

Staff should **not contact pupils or parents/ carers from their personal mobile phone** or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.

Staff should **never send or accept from colleagues, texts or images** that could be viewed **inappropriate**.

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Staff should give the **school telephone number as their emergency contact** during school hours rather than their mobile phone number.

When using a mobile phone, **consideration** should be given to other staff members and mobile phones should be used **discreetly**.

During **school visits**, the **visit leader** should always carry a fully charged mobile phone.

When on **school visits**, **photographs** should be taken with a **school iPad** that is **password** protected. **Members of staff** may occasionally use personal phones to capture photos or videos of pupils, but these will be **appropriate, linked to school activities, taken without secrecy and not in a one-to-one situation**, and always **moved to school storage as soon as possible**, after which they are **deleted from personal devices or cloud services** (NB – many phones automatically back up photos).

Use of Smartwatches

The use of Smart Watches by pupils is not appropriate in school due to risks of loss and damage and of misuse in the same way as mobile phones or tablets.

Staff are permitted to wear Smart Watches in school, however during school hours, notifications must be switched off. The same rules that apply to mobile phones also apply to Smart Watches.

Staff should be aware that failure to comply with this policy could result in disciplinary action.

Parents and School Visitors

It will be requested that any visitors to Christ Church, including parents and contractors, **switch off** their mobile phones when on the school premises.

Where this is not possible, phones should be turned on to silent and may only be used in the school office.

Under no circumstances should visitors **take photographs or record images of children** using a mobile phone.

Nor should they **share their phone number** with children or **accept a phone number** which a child may offer to them.

Should such an incident occur, this must be **reported immediately** to the Headteacher or Deputy Headteacher.

Parents must **not use their own cameras or mobile phone cameras to take pictures of pupils** unless it is at a public event such as Sports day **and of their own children**.

Images taken at public events should **not** be shared on social media, and parents will be reminded of this at such events.

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Related Documents

- Searching, Screening and Confiscation (January 2018): Department for Education
- Sexing in Schools and Colleges: UK Council for Child Internet Safety (UKCCIS)

Reviewing the policy

The policy will be reviewed three yearly as part of the school's evaluation cycle.

This policy was reviewed and agreed by the Board of Governors of Christ Church Church of England Primary School on: 24th June 2025

The scheduled review date of this policy is: June 2028

Signed: (Chair of Governors)

Date:

REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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Version Number	Version Description	Date of Revision
1	Original	October 2018
2	<ul style="list-style-type: none"> - References to 'E-Safety' amended to 'Online Safety' - Addition of 'Behaviour Policy' 'Social Networking and Social Media Policy' to list of related policies - Addition of 'Documentation' section - 'Related Documents' section added - 'Reviewing the Policy' section added - Addition of information relating to 'Sexting' - Key information relating to use of mobile phones by staff / students, visitors, parents and contractors highlighted in bold - Changes to layout to incorporate footnote, Governor's signature and Review of amendments 	January 2020
3	<p>Addition of highlighted section in relation to use of mobile phones by staff: <i>All staff members should only access their mobile phones during their break times when they are not directly responsible for the supervision of children</i></p> <p>Addition of section relating to Smart Watches</p>	May 2021
4	Minor updates throughout	November 2024
5	Update to 'Use of mobile phones by staff / volunteers / students' section	June 2025

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