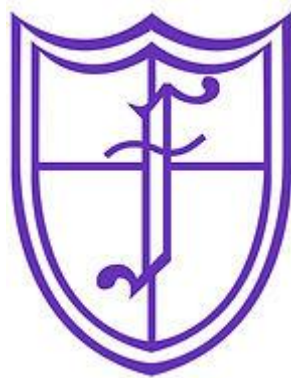




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Mobile Phone and Smart Device Policy

Date Written/Reviewed: September 2026

Next Review Date: September 2027

Person Responsible: Sally Halls

Contents	Page
Policy Statement	3
Scope	3
Pupil Mobile Phones	3
Bringing phones to school	3
Collection and storage	4
Distribution at the End of the Day	4
Unauthorised use	4
Sanctions	4
Staff Mobile phones	5
Early Years Requirements	5
Mobile Phones and Personal Recording at School Events	5
Visitors and Volunteers	6
Exceptions	6
Safeguarding	7
Communication with Parents	7
Monitoring and review	7
Summary of School expectations	8

1. Policy Statement

This policy sets out the school's expectations regarding the use, storage and management of mobile phones and smart devices by pupils, staff, visitors, and volunteers.

The school recognises that mobile phones can support communication between home and school. However, mobile phones can also present safeguarding, wellbeing and behavioural risks if not managed appropriately. The school therefore maintains a mobile phone-free environment for children throughout the school day.

This policy reflects the expectations set out in the Department for Education's statutory guidance, which states that schools should be mobile phone-free environments by default and should prohibit the use of mobile phones during the school day.

2. Scope

This policy applies to:

- All pupils, including nursery children.
- All staff.
- Governors and trustees.
- Volunteers.
- Students on placement.
- Contractors and visitors.

For the purpose of this policy, the term "mobile phone" includes smartphones, smart watches with communication capabilities and any device able to send messages, access the internet, record images, record video or make calls.

3. Pupil Mobile Phones

a. Bringing Phones to School

Pupils are generally discouraged from bringing mobile phones to school.

Where parents believe a pupil requires a mobile phone for their journey to and from school, the phone may be brought into school subject to the following conditions:

- The phone must be switched off before entering the school site.
- The phone must not be used anywhere on school premises.
- The phone must not be removed from bags or pockets by pupils, unless to be handed in.
- Smart watches capable of communication must be placed in the office/locker with the mobile phone or have communication functions disabled.

b. Collection and Storage

To maintain a mobile phone-free environment:

- All pupil mobile phones must be handed into the class teacher immediately upon arrival.
- Phones must be switched off before being handed in.
- Phones will be stored securely within the school office or in a locker in the classroom during the school day.
- Phones remain the responsibility of the pupil and parent. The school will take reasonable steps to keep devices secure but cannot guarantee against loss, theft, or damage.

c. Distribution at the End of the Day

- Phones will be returned to pupils at the end of the school day.
- Pupils may switch phones back on only after leaving the school premises.

4. Unauthorised Use

The use of a mobile phone by a pupil during the school day is prohibited unless specifically authorised by the Principal for safeguarding, medical or educational reasons.

Examples of unauthorised use include:

- Making calls or sending messages.
- Accessing social media.
- Taking photographs.
- Recording audio or video.
- Playing games.
- Internet browsing.

5. Sanctions

Where a pupil breaches this policy:

- The phone will be confiscated immediately if not already held by the office.
- Parents will be informed.
- Appropriate sanctions may be applied in accordance with the school's Behaviour Policy.
- Repeated breaches may result in a meeting with parents.

Where a phone is confiscated, staff will follow current statutory guidance on searching, screening and confiscation.

6. Staff Mobile Phones

The school recognises that staff may need access to mobile phones before and after school and during breaks.

To maintain professional standards and safeguard children:

- Staff should not use personal mobile phones while supervising children.
- Staff should not have personal mobile phones visible or in use in front of pupils except in exceptional circumstances.
- Phones should be kept securely stored during teaching and supervision periods.
- Personal phones must not be used to photograph, film or record pupils.
- Staff must not use personal phones to communicate with pupils.

School devices should be used where communication, photography or educational activities are required.

7. Early Years Foundation Stage Requirements

In accordance with safeguarding expectations:

- Staff working within nursery and EYFS areas must keep personal mobile phones stored away and out of reach of children.
- Personal devices must not be used in areas where children are present unless authorised by the Principal in an emergency.
- Any photographs of children must be taken only on authorised school equipment.

8. Mobile Phones and Personal Recording at School Events

The school recognises that parents may wish to take photographs or video recordings of their child during school performances, assemblies, sports days and other special events. The use of mobile phones and personal recording devices for this purpose is permitted unless otherwise stated by the school.

The school is committed to safeguarding all pupils and respecting the privacy of children, families and staff. To support this:

- Photographs and recordings must be for **personal and family use only**.
- Parents and carers should focus on recording their own child wherever possible.

- Images, videos, or live streams that include other children must **not be shared publicly online**, including on social media, websites, or public-facing groups, without the appropriate consent of the children's parents or carers.
- Mobile phones and recording devices must be kept on silent mode during performances and events.
- Flash photography must not be used where it could distract performers, affect the quality of the event or cause discomfort to participants.
- Recording must not obstruct the view of others attending the event.
- The school reserves the right to restrict or prohibit photography, filming or recording where safeguarding, child protection, copyright, licensing, performance rights or data protection considerations require this.
- Any parent, carer or visitor who does not comply with these expectations may be asked to stop recording and, where appropriate, leave the event.

Where specific restrictions apply, the school will communicate these in advance and may provide reminders at the start of the event.

The school recognises that parents generally take photographs and recordings as a record of their child's participation and achievement. However, everyone attending school events shares a responsibility to ensure that the privacy, dignity, and safety of all children are respected at all times.

9. Visitors and Volunteers

Visitors, contractors, and volunteers must keep personal mobile phones and smart devices out of sight while children are present. Mobile phones must not be used in classrooms, learning areas, playgrounds, or any other area where pupils are present, except in an emergency or where specifically authorised by the Principal or a member of the senior leadership team.

Visitors, contractors, and volunteers must not photograph, film, or record pupils without prior authorisation from the school and must comply with all safeguarding instructions issued by staff.

The school reserves the right to request that mobile phones are not used on site.

10. Exceptions

Reasonable adjustments may be made where necessary, including for:

- Medical needs.
- Special educational needs and disabilities (SEND).
- Safeguarding requirements.
- Emergency situations.
- Individual circumstances agreed by the Principal.

Any exception will be risk assessed and documented where appropriate.

11. Safeguarding

The school takes all allegations or concerns relating to the use of mobile phones seriously.

Any inappropriate use involving:

- Images of children,
- Online safety concerns,
- Cyberbullying,
- Harassment,
- Safeguarding concerns,

will be managed in accordance with the school's Safeguarding and Child Protection Policy and may be referred to external agencies where appropriate.

The unauthorised publication, distribution or sharing of images or recordings of pupils, staff or other members of the school community may be treated as a safeguarding concern and dealt with in accordance with the school's Safeguarding and Child Protection Policy, Behaviour Policy and Data Protection procedures.

12. Communication with Parents

Parents who need to contact their child during the school day should do so through the school office.

Pupils who need to contact parents during the school day must do so through a member of staff.

13. Monitoring and Review

The Principal will monitor the effectiveness of this policy and review it annually or sooner if legislation, safeguarding guidance or Department for Education requirements change.

Summary of Expectations

Pupils

- ☒ Mobile phones should only be brought to school where genuinely needed for travel to and from school.
 - ☒ Phones must be switched off before entering the school site.
 - ☒ Phones must be handed into the class teacher on arrival.
 - ☒ Phones will be stored securely throughout the school day.
 - ☒ Phones will be returned at the end of the day.
 - ☒ Mobile phones and smart devices must not be used anywhere on the school site during the school day.
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Staff

- ☒ Personal mobile phones should be kept out of sight when children are present.
 - ☒ Personal phones must not be used while supervising pupils unless there is an emergency.
 - ☒ Personal devices must not be used to photograph, film or record pupils.
 - ☒ School devices should be used for all professional photography, communication, and educational purposes.
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Parents and Carers at School Events

- ☒ Photographs and recordings may be taken for personal and family use unless the school advises otherwise.
 - ☒ Parents should focus on recording their own child wherever possible.
 - ☒ Recordings and images containing other children must not be publicly shared online without appropriate consent.
 - ☒ Mobile phones should be kept on silent during performances and events.
 - ☒ All attendees must follow any event-specific recording restrictions communicated by the school.
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Visitors and Volunteers

- ☒ Personal mobile phones must be kept out of sight and must not be used when children are present, except in an emergency or where explicit permission has been given by a senior member of staff.
- ☒ No photography, filming or recording of pupils without prior authorisation from the school.
- ☒ All visitors and volunteers must comply with the school's safeguarding procedures and staff instructions regarding the use of mobile phones and smart devices.

This policy supports the school's commitment to providing a calm, purposeful and safe learning environment and reflects the expectation of the Department for Education that schools operate as mobile phone-free environments throughout the school day.