



# **Mobile Phone Policy**

Rudyard Kipling Primary School

**September 2025**

**Review: September 2026**

# **Rudyard Kipling Primary School and Nursery Mobile Phone Policy**

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## **Mobile Phone Policy (Staff, Parents and Children)**

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## **Aim**

Rudyard Kipling Primary School is committed to safeguarding and promoting the welfare of children. The welfare and well-being of our pupils is paramount. This policy aims 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.

## **Responsibility**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, 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 following documentation:

- Child Protection Policy
- Anti-Bullying Policy
- Acceptable use Policy
- Whistleblowing Policy
- Staff Code of Conduct

## **Staff Code of Conduct** (see separate policy for more detail)

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 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 our 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
- Use of personal phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms, outside the school building

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- Staff should have their phones on silent or switched off and out of sight (e.g. in the staffroom, drawer, bag or classroom locker) during class time
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. Staff should speak to the Headteacher or Line Manager who will decide on a case-by-basis whether to allow for special arrangements. For instance:
  - To receive your MFA code in order to access school email accounts.
  - For emergency contact by their child, or their child's school
  - In the case of acutely ill dependents or family members
  - If special arrangements are not appropriate then emergency contact should be made via the school office
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings or images of children.
- Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads.
- Staff should report any usage of mobile devices that causes them concern

### Personal Mobiles – Pupils

- Year 6 pupils only
- Year 5s (not permitted unless agreed by SLT)
- Pupils hand in their phones to their class teacher each morning and they are locked away until the end of the day.

### 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.

### Parents/carers

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/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. Please also remember that your child will want to greet you at the end of the day and share their news, so please try to be 'available' as they come out of their classroom.

Mobile phone use is not permitted when parents or carers are waiting in the school Office as this is a working environment

We appreciate that parents will want to photograph or video school events such as shows or sports day using their mobile phones, but this is in the understanding that parents do not publish images (e.g. on social networking sites) that include any children other than their own. It is not permissible for parents to take photographs or videos at any other time on school premises.

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We would really appreciate it if parents and carers would refrain from using FaceTime or any form of video calling whilst on site as this is a safeguarding issue potentially for other members of our school community.

Staff will challenge other members of staff/governors/volunteers/visitors/parents/ contractors who use their mobile phone whilst children are present. This will then be reported to senior staff and dealt with in accordance with the appropriate school policies.