



# Mobile Phone and Personal Devices Policy



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<b>Review Date</b>	January 2028		

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## Purpose

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The purpose of this policy is to:

- Ensure the safe, professional and responsible use of personal mobile phones and devices by staff.
- Safeguard pupils and protect their privacy.
- Support staff wellbeing while maintaining clear professional boundaries.
- Ensure compliance with current UK legislation and Department for Education safeguarding guidance.

This policy applies to all staff, including permanent, temporary, supply staff, volunteers, students, and contractors.

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## Scope

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This policy applies to **all personal devices**, including but not limited to:

- Mobile phones and smartphones
  - Tablets and personal laptops
  - **Smart watches and wearable technology**, including devices with:
    - Cameras
    - Video or audio recording capability
    - Internet access
    - Messaging or calling functions
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## Principles

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- The welfare and safeguarding of children is paramount.
  - Staff are expected to model appropriate and responsible use of technology.
  - Personal device use must not interfere with professional duties or the supervision of pupils.
  - Devices capable of taking images or recordings present a safeguarding risk and must be managed carefully.
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## Permitted Use of Personal Mobile Phones and Wearable Devices

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Staff **may use personal mobile phones and wearable devices**:

- **Before the start of the school day and after the end of the school day**, when pupils are not present on site.
- During break times and lunch breaks **when pupils are not present**.
- In designated areas such as the **staffroom, school offices**, or other non-pupil areas.

Use must be discreet and must not impact professional responsibilities.

Children are not permitted to bring any devices to school.

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## Prohibited Use of Personal Devices

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Staff **must not**:

- Use personal mobile phones, smart watches, or wearable devices **when pupils are present**, including:
  - During teaching time
  - During supervision duties (e.g. playground, corridors, clubs, trips)
  - During one-to-one or group work with pupils
- Take photographs, videos, or audio recordings of pupils using **any personal device**, including smart watches.
- Use personal devices to store, share, or transmit images or personal information about pupils.
- Use smart watches or wearable devices to read or send messages when supervising pupils.
- Contact pupils or parents directly using personal devices.

All authorised photography or recording must be carried out **only using school-owned devices** in line with the school's safeguarding and data protection policies.

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### Use in Classrooms and Pupil Area

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- Personal mobile phones and wearable devices must be **switched off or silenced** and kept out of sight when pupils are present.
  - **Smart watches or wearable devices with recording or camera functions must not be worn** in classrooms or pupil areas unless these functions are disabled.
  - Staff working in classrooms or shared spaces when pupils are not present may use devices appropriately and discreetly.
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### Emergencies and Special Circumstances

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- In exceptional circumstances (e.g. urgent family matters), staff may use personal devices but should inform a senior leader where possible.
  - Staff who require access to a device for medical or wellbeing reasons (e.g. monitoring equipment) should discuss reasonable adjustments with the headteacher.
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### Professional Use of Devices

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Personal devices must not be used for school business unless:

- Explicit permission has been given by the headteacher.
- Data protection and safeguarding requirements are met.
- Communication is professional and appropriate.

Where possible, staff should use **school-provided devices and systems** for work-related tasks.

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### Safeguarding and Data Protection

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- Personal devices must never compromise safeguarding responsibilities.
  - Staff must comply with the UK GDPR, Data Protection Act 2018, and the school's Safeguarding and Acceptable Use Policies.
  - Any concerns regarding misuse of devices must be reported immediately to the Designated Safeguarding Lead (DSL).
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### Breaches of the Policy

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Failure to follow this policy may result in:

- Informal discussion and reminder of expectations
- Formal management action
- Disciplinary procedures, depending on the seriousness of the breach

Serious breaches involving safeguarding or inappropriate recording may be treated as gross misconduct.

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### Review and Monitoring

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This policy will be:

- Shared with all staff as part of induction.
- Reviewed annually or in response to changes in legislation, guidance, or school context.