



Mobile Phone Policy

Roe Green Infant School

September 2026

Approved by	
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Last reviewed on	Sept 2026
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Introduction

At Roe Green Infant School, we are committed to ensuring the safety of the children in our care. We recognise that mobile phones have a role to play in communication, but we are aware that casual or inappropriate use of mobile phones on site could pose a risk to children and adults.

The enhanced functions of many mobile phones are of the greatest concern and are the most open to misuse. Such misuse includes the taking and distribution of indecent images, exploitation and bullying. Mobile phones can also cause unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile phones are misused, this can affect an individual's dignity, privacy and right to confidentiality. These concerns are not exclusive to children and young people, and so there is a duty to protect the needs and vulnerabilities of everyone.

It can be difficult to detect when such devices are present or being used, particularly the enhanced functions such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption during the working day, and to minimise the opportunities for any individual to take covert images or to misuse device functions in any other way.

This policy applies to all staff, volunteers and visitors.

Please note that, for the purposes of this policy, the term '*mobile phone*' also covers any electronic device that can be used as a form of communication, either through the device itself or through any applications stored on it.

Staff Personal Mobile Phones

- Staff must not carry personal mobile phones while working. This protects staff from distraction and from allegations of inappropriate use. Phones must be stored safely in a drawer or locked cupboard.
- During any break in their working hours, staff may use their mobile phones in the staff room, or in an office where children are not present.
- In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover is in place, and make the call in an area not used by children.
- Staff must give the school telephone number to their next of kin, so that they can be contacted in an emergency during working hours.
- A personal mobile phone may be taken on school trips in accordance with the guidance in the '*Use of Mobile Phones on Trips*' folder in RM Staff.
- Camera and video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.
- Staff are not required to make work calls on their own phones, whether mobile or landline. However, if this should become necessary in exceptional circumstances, they are advised to dial the prefix 141 before the recipient's number, so that their own number remains protected.

- Staff must never store parents', carers' or children's telephone numbers on their mobile phones, and must never give their own private mobile number to parents, carers or children.
- Failure to comply with this mobile phone policy could result in disciplinary action.

Exemptions

Staff with a medical condition that requires access to a mobile phone — for example, the management of diabetes — may keep their phone available for monitoring or emergency medical purposes. This exemption must be agreed with management and does not permit personal use of the device during working hours.

Members of the Senior Leadership Team (SLT) may keep their mobile phone with them while on gate duty, in case of a missing child, a walkie-talkie or Nursery buzzer failure, or any situation in which the SLT member needs immediate assistance.

Children

Parents and carers need to be aware that, whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety, there are also some associated risks, such as potential exposure to inappropriate content, online bullying, and the loss or theft of the device.

- Where there is a genuine need for a child to bring a mobile phone to school, the phone must be handed in to the school office at the start of the day and collected at the end of the day.
- Children are not permitted to take mobile phones into any other area of the school.
- Any mobile phone found to have been brought into school and not handed in to the office will be confiscated immediately. Parents or carers will then be asked to collect it from the school office.
- Children are not permitted to carry mobile phones on any school trip.
- If a member of staff suspects that a mobile phone brought into school by a pupil contains unsuitable material, the pupil will be required to hand the phone to a member of staff immediately, and parents or carers will be asked to collect it from a member of the Senior Leadership Team. Where there is a suspicion that material on the phone may provide evidence relating to a criminal offence, the phone will be retained and the matter referred to the police in line with the school's safeguarding procedures.

APPENDIX 1

Use of Mobile Phones — Guidance for Volunteers on School Trips

Thank you for volunteering to help on our trip. During the trip, we ask that you follow the guidelines below, in accordance with the school's mobile phone policy.

- Personal phones should only be used to contact staff members or volunteers on the trip, the school, or the emergency services. Where possible, these calls should be made away from pupils.
- Personal phones must not be used for any purpose other than school business for the duration of the trip.
- If it becomes necessary for a member of staff or a volunteer to make a personal call, the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made out of the sight and hearing of any pupils.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are asked to set an example throughout the trip, and must not take photographs or videos of any pupil — including their own child — using a mobile phone or any other device, such as a camera or iPad, without the express permission of the party leader. Volunteers may be asked to take photographs of their group using a school device; any such device must be returned to the party leader at the end of the trip.
- The party leader may ask volunteers to provide their mobile phone number for the duration of the trip, so that they can be contacted in an emergency. The party leader undertakes to ensure that these numbers are not retained on any mobile device, or in any written form, once the trip has ended.
- If the party leader is using their own mobile phone and needs to contact anyone during the trip, they are advised to dial 141 before the number, so that their own number remains protected. (Some providers use a different prefix; volunteers are advised to check this with their provider.)
- If you have any questions regarding these guidelines, please speak to the party leader.
- Thank you for your support and co-operation in helping to ensure the safety of all our pupils.