



GREEN LANES SCHOOL POLICY

Mobile Phone Policy

*It is our vision and aim to create a learning experience in which **every** child will achieve and realise their full potential. At Green Lanes Primary school we create independent and resilient learners for life.*

Signed by	Signed by Green Lanes governing body
Signed by	Signed by Headteacher
Date Reviewed	Summer 2026
Due for review	Summer 2027

Mobile Phone Policy for Green Lanes Primary School

1. Introduction and Purpose

This policy sets out Green Lanes Primary School's approach to mobile phone use by staff, pupils, parents, governors and visitors. The DfE's revised guidance on mobile phones in schools now expects schools to be mobile phone-free "by default". Phone-free means phones are prohibited from the beginning to the end of the school day. This includes time between lessons, breaktimes and lunchtime.

This policy supports our commitment to safeguarding and promoting the welfare of all pupils, and aligns with our Child Protection Policy and Online Safety Policy.

2. Staff Mobile Phone Use

2.1 Personal Use During the School Day

No Personal Use in Front of Pupils: Staff are prohibited from using mobile phones when children are present. Staff mobile phones can only be used for personal purposes during:

- Break times
- Lunch breaks
- Before or after the school day
- In designated staff areas away from pupils

It's important that staff model good mobile phone behaviour to pupils.

2.2 Securing Devices

Lockable Storage Required: Staff must never have phones out in classrooms. All personal mobile phones must be kept in:

- Lockable drawers or cupboards in your classroom/workspace, OR
- School-provided lockers (if you do not have lockable storage in your work area)

Please contact the school office if you require a locker.

2.3 Prohibited Content and Safeguarding

Strict Prohibition on Photographing Pupils: Staff are strictly prohibited from using personal phone cameras to photograph or video pupils under any circumstances.

Alternative Equipment:

- Use class digital cameras (kept charged in the office)
- Use class iPads
- All images of pupils must be taken on school-owned devices only

2.4 Professional Boundaries

No Direct Contact with Pupils or Parents: Staff must never use personal devices to:

- Contact pupils directly
- Contact parents/carers directly
- Communicate with pupils via social media or messaging apps

All communication with parents/carers must go through official school channels (school phone, school email, approved school communication platforms).

2.5 Compliance and Enforcement

Staff mobile phone rules should be set out in your staff code of conduct, or a specific staff mobile phone policy. Failure to comply with this policy may result in disciplinary action.

3. Pupil Mobile Phone Use

3.1 General Rule

Mobile phones are **not permitted** in school for the majority of pupils.

3.2 Year 5 and Year 6 Exception

Limited Permission for Independent Travel: Only pupils in Year 5 and Year 6 who walk independently to or from school have permission to carry a mobile phone.

Strict Conditions:

- The device must be **turned off at the school gates** before entering school grounds
- Phones must remain **off throughout the entire school day**
- Phones may only be **turned on after leaving school grounds** at the end of the day
- **No phones are permitted to be on whilst on school grounds** at any time

3.3 Storage During School Day

Pupils permitted to bring phones must hand them to their teacher upon arrival in class. Phones will be stored securely and returned at the end of the school day.

3.4 Medical Exceptions

For pupils with medical conditions, a mobile phone may help them manage their medical condition – for example, a pupil with diabetes might use their phone to monitor their blood sugar levels.

Example: A pupil with diabetes may have a phone to monitor their glucose levels. Such exceptions must be:

- Agreed in advance with the headteacher
- Documented in the pupil's Individual Healthcare Plan
- Subject to specific conditions about when and how the phone may be used

3.5 Sanctions for Breaching the Policy

If a pupil is found using a phone during the school day, or has a phone switched on whilst on school grounds:

- The phone will be confiscated immediately
 - It will be stored securely in the school office
 - It will be returned to a parent/carer (not the pupil) at the end of the school day
 - Repeated breaches will result in further sanctions in line with our Behaviour and Relationships Policy
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4. Parent and Carer Mobile Phone Use

4.1 On School Grounds

Encouraged Policy: We encourage parents not to have their mobile phones on whilst on school grounds when dropping off and collecting pupils. This helps to:

- Model positive behaviour to children
- Ensure full attention to child safety
- Create a more engaged school community

4.2 Inside the School Building

Strict No Phone Policy: The school operates a **no phone policy for any parents in the school building**. Parents/carers must:

- Switch phones off- bags/phones will be stored safely at the school office
- Not make calls or send messages whilst in the building
- Not take photographs or videos on school premises without explicit permission such as at school events

4.3 Exceptions

Emergency calls may be taken outside the school building. Parents/carers expecting urgent calls should inform the school office.

5. Volunteer Mobile Phone Use

No Phones On Site: Volunteers are not permitted to have phones on at any time whilst on site.

Storage Arrangements:

- All volunteers must store their mobile phones in a locked cupboard
- The school office will facilitate this storage
- Phones will be returned at the end of the volunteer session

This requirement protects both pupils and volunteers and ensures compliance with safeguarding requirements.

6. Visitor Mobile Phone Use

Visitors to the school (including contractors, inspectors, and other professionals) must:

- Keep mobile phones switched off or on silent
 - Not use phones in areas where pupils are present
 - Not photograph or video pupils without explicit written permission
 - Follow staff guidance regarding phone use during their visit
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7. Exceptions and Individual Circumstances

Requests for exceptions must be made in writing to the headteacher and will be considered on a case-by-case basis. Any approved exceptions will be documented and reviewed regularly.

8. Safeguarding and Online Safety

This policy supports our wider safeguarding responsibilities. All schools should be mobile phone-free by default. You're expected to implement a policy where pupils don't have access to their phones throughout the school day, in line with DfE advice on mobile phones in schools.

Key Safeguarding Points:

- Mobile phones can be used to access harmful content
 - Inappropriate use can facilitate bullying, harassment, or grooming
 - Images of pupils must only be taken on school-owned devices with appropriate permissions
 - Staff must report any safeguarding concerns related to mobile phone use immediately to the DSL
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9 Related Policies

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
 - Online Safety Policy
 - Behaviour and Relationships Policy
 - Staff Code of Conduct
 - Acceptable Use Policy (ICT)
 - Data Protection Policy
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10. Queries and Concerns

If you have any questions about this policy, please contact:

- **Michele Johnson Headteacher** head@greenlanes.herts.sch.uk