



Mobile Devices Policy

Autumn 2026



Mobile Devices Policy

Southglade Primary and Nursery School are committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

This policy applies to all staff, volunteers, pupils, parents and visitors and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff Personal Mobile Devices

- Staff will not use personal mobile devices while working, unless agreed in exceptional circumstances by a member of the SLT. This protects staff from being distracted from their work, and from allegations of inappropriate use.
- When staff have a break, they may use their mobile devices in an area where there are no children present.
- Where it is essential for staff to make a personal call during a session, they should, (with the agreement of SLT), make this in an agreed area not used by children.
- Staff should give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during working hours.
- A mobile phone will be taken on whole-group outings in accordance with guidance by the lead-teacher on the trip.
- All staff will continue to adhere to the mobile devices policy when taking part in offsite visits.

Pupils

Pupils are not permitted to bring their mobile devices to school. This includes Smart watches. If pupils are found to have a mobile device, it will be removed and kept safe in the school office. At the end of the school day parents will be asked to collect it from reception and will be reminded of school policy. Repeated incidents will be dealt with in line with our behaviour policy.

Visitors and Parents/Carers

The school will display a notice advising visitors and parents/carers that mobile devices are not to be used within school. If a visitor or parent/carer is seen using their mobile devices, they will be asked to use it away from the children.

Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using school iPads.

Camera or video functions on mobile devices must not be used in the school. School iPads are used for this purpose. Staff must record which iPad they take out of school and share this with the school business manager. In the instance that a device is lost Schools It will be contacted, and the device will be restricted. Out-of-school hours, mobile phones can be used to take pictures of children's work for the purpose of uploading to the school website and to school social media. These photos must not contain images or names of the children.

Parents attending celebration assemblies, sports day and school plays/shows may take photographs of their own children. If photographs are taken of their children with their friends these must be for personal use only and not uploaded to social media sites without the permission of the relevant parents /carers.