Excalibur Academies Trust

Mobile Device Policy

Lambourn CofE Primary School

Version	Author	Created	Updated
1.2026	Fliss Hawkins	March 2026	

Date of approval	Approved by	Last Review date	Next Review date
March 2026	Core Exec		March 2028

Document Control Page

Revision	Date	Change	Origin of Change

Other Policies and Documents Associated
Child Protection and Safeguarding Policy
Behaviour Policy
Online Safety Policy

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1. Introduction and Aims

1.1 We recognise that mobile devices are an important part of everyday life for our pupils, families, and staff, as well as the wider school community.

1.2 We also recognise that mobile devices have the potential to undermine our school values, pose a risk to child protection and safeguarding, and lead to a disruption to teaching and learning.

1.3 The safeguarding of our pupils is paramount, and disruption free teaching and learning is a priority: this is why the use of mobile devices is prohibited at Lambourn Church Of England Primary School for pupils aged 3-11.

1.4 Our policy aims to:

- Promote, and set an example for, safe and responsible device use.
- Set clear guidelines for the use of mobile devices for pupils, staff, families, and visitors.

1.5 This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

1.6 As with the DfE's non-statutory mobile phone guidance all devices with communications and smart technology are included in the term 'mobile phones', such as smart watches, for the purposes of this policy. Mobile phones in schools - GOV.UK

2. Management of the policy

School: This policy is managed by the trust and localised in every setting every two years

Approval: Updated March 2026

Next review due: March 2028

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

Staff

3.1 All school staff are responsible for enforcing this policy.

3.2 Anyone engaged by the school, including volunteers, must alert a member of staff if they witness, or are aware of, a breach of this policy.

3.3 The trust and Senior Leadership Team is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

4. Use of mobile phones by pupils

4.1 We recognise that some of our pupils travel alone to school, are young carers or may need to contact families for other reasons outside of school hours.

Pupils in Year 5 and Year 6 are the only pupils allowed to bring a mobile device onto the school site. This decision has been made to ensure that pupils who may walk to and from the school site without an adult can be contacted, monitored or tracked by their responsible adult during their journey once away from the school site. Pupils who bring a mobile device onto the school site are required to switch them off at the school gate and secure them inside their bag out of sight. On arrival at their respective classroom, they are required to place their device in a tray and then all of the devices are stored in the school office for the duration of the school day. The mobile devices are returned at the end of the school day and **MUST** remain switched off and secure inside their bag out of sight. Pupils are only permitted to switch devices back on once outside the school gate.

Consequences

4.2 If a mobile device is seen or heard by a member of staff once a student is inside the school gates, following actions will be taken.

Mobile devices are seen inside the school gates for the first time in the academic year.	**The phone will be taken from the pupil and stored in the school office or safe. The parent will be contacted by telephone and asked to collect the phone that day, either at the end of the school day or a convenient time. It will be explained that the child had their phone out onsite and that it contravenes school policy.**

Mobile devices are seen inside the school gates for a second time or on further occasions in the academic year.	**The phone will be taken from the pupil and stored in the school office or safe. The parent will be contacted by telephone and asked to collect the phone that day, either at the end of the school day or a convenient time. It will be explained that the child had their phone out onsite, which is repeat of a previous incident where this happened and that it contravenes school policy so they will not be permitted to bring a phone to school for 1 school week (5 days).**
Refusal to hand over mobile device to a member of staff or falsely declaring the device to not be theirs.	**The parent will be contacted by telephone and asked to attend the school to collect the phone or speak to their child and instruct them to hand over the phone. It will be explained that the child had their phone out onsite and that it contravenes school policy and they have refused to hand over the device. The pupil will not be permitted to bring a phone to school for 1 school week (5 days).**
Recording and/or taking photos or sharing of unauthorised videos and/or images. Such conduct includes, but is not limited to: • Sexting (consensual and non-consensual sharing nude or semi-nude images or videos) • Upskirting • Threats of violence or assault • Abusive calls, emails, social media posts or texts directed at someone based on someone's ethnicity, religious beliefs, or sexual orientation	**The phone will be taken from the pupil and stored in the school office or safe. The parent will be contacted by telephone and the circumstances of the incident explained. The parent will be told the actions that the school is taking in relation to the incident in line with the safeguarding policy and procedures. The parent will be asked to collect the phone that day. The pupil will not be permitted to bring a phone to school for 1 school week (5 days).**

The same confiscation process and consequence system applies to all pupils with the exception of those pupils who require constant access to a medical app.

5. Role of the parent

Parents play an important role in supporting our policy. Parents are encouraged to reinforce and discuss the policy at home, including the risks associated with mobile device use and the benefits of a mobile device-free environment. Parents can contact the school office should they need to communicate with their child during the school day.

6. Adaptions and Reasonable Adjustments

There may be circumstances where the school will consider making adaptations to their policy for specific pupils. For example, when a student needs to use a mobile device to support a medical procedure such as diabetes. This would be a reasonable adjustment to have in place.

7. Use of mobile phones by staff

Personal mobile phones

7.1 Staff, including volunteers, contractors, and anyone else otherwise engaged by the school, are not permitted to use a mobile device, make or receive calls, or send texts, during contact time with pupils, including on duty supervision. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present, such as the staff work areas.

Data protection

7.2 Staff must not use their personal mobile phones to process personal data, or any other confidential school information unless directed to by the Principal. This includes entering data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

7.3 Staff should refer to the school's data protection policy and online safety policy.

Safeguarding

7.4 Staff must not give their personal contact details to families or pupils (current and former), including connecting through social media and messaging apps.

7.5 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by families or pupils.

7.6 Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a student. If it's

necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Using personal mobiles for work purposes

7.7 In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Using authenticator apps for work purposes

7.8 Staff may, with permission of the Principal and when a school mobile phone is not available, use their personal mobile phones when supervising residential visits or school trips. In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a student.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or ensure the number if withheld (using 141)

7.9 There is no expectation that staff should use their personal mobile for school business.

Sanctions

7.10 Staff that fail to adhere to this policy may face disciplinary action.

7.11 See the school's staff disciplinary policy for more information.

8. Use of mobile phones by families, visitors, and volunteers

8.1 Families, visitors, and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

8.2 This means:

- Not taking pictures or recordings of pupils, unless it's a public event, or of their own child.
- Using any photographs or recordings for personal use only and not posting on social media without consent.
- Not using phones in lessons, or when working with pupils.

8.3 Families, visitors, and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

9. Loss, theft, or damage

9.1 The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Pupils are advised of this in assemblies and families are advised of this through meetings and communication home.

9.2 The school will not be held responsible for missing or damaged mobile phones whilst on school site and this will not be investigated by the school.

10. Monitoring and review

10.1 The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour, and welfare. When reviewing the policy, the school will take into account:

- Feedback from families and pupils.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority, or other relevant organisations.