



Mobile Phone Policy

Policy Last Reviewed	September 2026
Next Review Due	September 2027

This policy should be read in conjunction with the school's Acceptable Use Policy and Child Protection Policy

Purpose

This policy sets out how Georgian Gardens manages mobile phones and similar smart devices to protect pupils' learning, wellbeing and safety. It clarifies who may bring a phone, how devices are stored and accessed, staff expectations and how the policy links to safeguarding and data protection.

This policy applies to all pupils on site during the school day, to school trips and off-site activities. It also applies to all staff in respect of personal and school devices used on site.

Georgian Gardens supports the idea of a phone-free childhood. We recommend that parents do not buy mobile phones for primary-age children. If parents decide their child needs a phone, we encourage them to choose a simple 'call and text' device (often called a 'brick' phone) rather than a smartphone. This reduces risks linked to online harms, distraction and disrupted sleep and supports our aim to protect pupil wellbeing and promote face-to-face social interaction. This is in line with local secondary schools.

Expectations for Pupils

Georgian Gardens is a mobile phone-free environment for most year groups. Only pupils in Years 5 and 6 who independently walk home may bring a mobile phone to school and then only under the conditions below.

Years 5 and 6 — permitted and tightly controlled arrangements

- Only pupils in Year 5 and Year 6 who independently walk home may bring a mobile phone to school.
- On arrival, the pupil must switch the phone off and hand it to their class teacher.
- Teachers will label (if needed) and store phones securely in the classroom lockable cupboard or designated secure storage until home time.
- Pupils do not have access to their phones during the school day. Phones are returned to pupils at the end of the school day.
- Phones brought in breach of this requirement (e.g. not handed in) will be confiscated and will require collection by a parent/carer.
- Where a phone is brought in accordance with this policy, school accepts no liability for loss, theft or damage to personal devices.

Other year groups

- Pupils in Reception to Year 4 must not bring mobile phones to school except for agreed, documented medical reasons (see 'Medical exemptions' below).

Medical exemptions and reasonable adjustments

Where a pupil requires a device to manage a medical condition, a written care plan and parental agreement must be in place. The device will be stored and managed by a named member of staff and the pupil will not have unsupervised access during the school day.

Staff expectations and acceptable use

All staff will enforce pupil rules consistently and calmly.

Staff must keep personal mobile phones away from children — for example, stored in the class cupboard, staff bag or staffroom — and must not use personal phones for non-professional purposes in front of pupils. Personal devices should only be used away from pupils.

Where personal devices are used for school business (in line with our Acceptable Use Policy), staff must:

- Ensure the device is password protected.
- Keep the device updated with the latest security patches.
- Store school information only on approved systems (never retain pupil data on personal device storage).
- Follow the school's data protection requirements and reporting procedures for any suspected breach.
- The school reserves the right to restrict or remove personal device access to school systems where security concerns arise.

Photography, video and images

- Staff must use approved school devices when taking photographs or videos of pupils unless specifically authorised otherwise.
- Staff will follow school procedures for obtaining parental consent before images are taken/used.
- Images must be stored securely on approved school systems and not kept on personal devices.
- Staff must not store pupil images on personal devices and must not share pupil images via personal social accounts or messaging platforms.

Any incident involving the recording, sharing or misuse of images or video of pupils or staff will be treated as a safeguarding concern and recorded on My Concern. The DSL will be informed and safeguarding procedures followed; external agencies will be involved where appropriate.

Safeguarding, filtering and monitoring

This policy supports our safeguarding duties. Any device-related concerns (e.g. online abuse, sharing explicit material, cyberbullying) must be reported immediately to the Designated Safeguarding Lead.

The school maintains appropriate filtering and monitoring of school networks and devices in line with statutory guidance.