

Mobile Phone Policy – Junior School



Name of Policy	Mobile Phone Policy – Junior School
Reviewed by	Harriet Fryer - Head
Date	September 2025
Date of next review	September 2026

This policy applies to all Junior School pupils and covers EYFS, Key Stage 1 and Key Stage 2.

Policy for the use of mobile phones

This policy applies to all pupils in the Junior School and should be read in conjunction with the following related policies:

- E-Safety Policy
- Staff ICT Code of Conduct
- Anti-Bullying Policy
- Mobile Phone Policies (Senior School, Trip Phones, SMT Phones, Staff)

Aims

- To safeguard and promote the educational welfare of all pupils in the Junior School, including those in EYFS.
- To ensure that the use of mobile phones and digital devices supports the school's core values and does not compromise interpersonal communication or pupil safety.
- To provide clear guidance on the appropriate use of mobile phones and digital imaging within the school environment.

Policy Statement

- Photographs of pupils may be taken by staff to document learning and achievements and are used in developmental records and learning journeys.
- Under no circumstances may staff, visitors, volunteers, or students use personal mobile phones, tablets, or cameras to capture or store images of pupils.
- All digital recordings must be made using school-owned devices and stored securely on password-protected systems.

Procedures

- Parental consent for photography and recording is obtained annually and stored securely in the school office.
- Class teachers are informed of any restrictions and can access this information via the staff section on Firefly.
- Images are stored on the school's secure network, accessible only to authorised staff.
- School devices (e.g. iPads, mobile phones) remain on-site unless used for educational visits.
- Software such as Tapestry and Flipgrid is used for recording learning, with all content stored securely and shared only for educational purposes.
- Printed photographs are produced in school and deleted from devices periodically.
- Images may be displayed in classrooms or learning journeys, and may include other pupils in the background.
- School events may be photographed or recorded by staff and parents/carers, provided this is done openly and respectfully. An announcement will be made at the start of events reminding all that photographs or videos taken are for personal use only and not to be posted on any form of social media.
- Flash photography is prohibited.
- The school reserves the right to restrict photography at specific events where appropriate.
- Staff must not use or have mobile phones visible in the presence of pupils during the school day, except in cases of emergency
- Personal devices must never be used to capture or store pupil images.
- Parents/carers must not take photographs of pupils or staff without explicit permission.
- Personal devices must not be used to capture images on school premises.

Pupil Mobile Phones

Girls in Year 5 and below are not permitted to bring mobile phones to school under any circumstances. In Year 6, girls who walk home alone may bring a mobile phone for safety reasons. However, we strongly discourage the use of expensive smartphones. We recommend that only basic phones capable of making calls are brought to school for this purpose.

Our expectations are as follow:

- The phone must be switched off upon arrival at school.
- It must be handed to the Class Teacher and stored securely in a locked cabinet.

- Phones must be clearly labelled with the pupil's name and class
- Pupils may not access their phones during the school day
- Phones may only be switched on once the pupil has exited the school premises
- For off-site activities, the supervising staff member will collect and manage pupil phones.
- Any misuse (e.g. phones turned on during the day) will result in confiscation and referral to JLT with parental notification.
- Mobile phones are not permitted on residential visits.

EYFS Specific

- All EYFS staff and visitors must adhere to the ICT Acceptable Use Agreement.
- Images of EYFS pupils must not be stored on personal devices.
- Any images captured on personal devices (e.g. during off-site activities) must be transferred to school systems promptly and deleted from the personal device.
- Parents are not permitted to take photographs or videos in the EYFS setting.