

Mobile Phone and Camera Policy

Bankside Primary School



**Bankside
Primary School**
Putting down strong roots for success

Approved by: Governors

Date: September 2026

Last reviewed on:

26th August 2026

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow regarding mobile phone and camera usage. **We aim to ensure that our school environment is mobile phone-free by default.**

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

At Bankside we have high expectation of everyone. Pupils, staff and the wider community focus on giving their **Bankside Best** so that we can all be successful and proud of our Bankside school community. Our Bankside behaviour contract states for all staff, pupils and wider stakeholders that; ***we expect the best for you and in return expect the best from you.***

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

1.2 Role and Responsibility of Staff

- All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.
- The Headteacher is responsible for monitoring the policy and reviewing it annually. The Headteacher is also responsible for holding staff, visitors and pupils accountable for its implementation.

2. Legislation and guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Staff and Student use of Personal Mobile Phones/Cameras and School Devices

Staff Expectations

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3.1 Use of Personal Mobile Phones:

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day (except when on breaks or non-contact time away from pupils). 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 staffroom.

- Personal mobile phones and cameras should only be used outside of lessons/times when working with children, this includes when on break time or lunchtime duty, and never whilst children are present.
- Personal mobile phones and cameras should be stored securely in staff bags in classrooms, lockers or other designated place. They **MUST NOT** be visible on desks or in classroom/learning environment.
- The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them – the number may be given to their next of kin.
- In circumstances such as educational visits or a residential, staff will agree with the HT the appropriate use of personal mobile phones and cameras, including in the event of an emergency.
- For residential visits, a school mobile phone will be supplied and the numbers shared as necessary.
- Where there is suspicion that material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence the school will contact the LADO or police where appropriate for further guidance and support.
- Staff, contractors and volunteers remain responsible for their own property and will bear the responsibility of any losses whilst on the school site.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time, for personal reasons. The headteacher will decide on a case-by case basis whether to allow for special arrangements.

3.2 Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT).

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work or anything else that could identify a pupil. If it is necessary to take photos or recordings as part of lesson/activity then this **MUST** be done on a school device.

3.4 Work Phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones and access to the work phone must not be provided to anyone without authorisation from the Headteacher.

Staff using work phones must:

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- Only use the school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications using the internet.
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.5 Staff Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Please see the school's staff disciplinary policy for more information.

Pupil Expectations

3.6 Use of Mobile Phones by Pupils

The DFE's mobile phone guidance states that the use of mobile phones should be prohibited throughout the school day.

Pupils must not bring mobile phones or similar devices onto the school premises. In exceptional cases the headteacher may allow a child to bring their mobile phone into school and be handed to the office who will store the phone safely for the entirety of the school day. The pupil will then go to the office and collect their device at the end of the school day. Such circumstances will be reviewed on a case-by-case basis and will only be authorised where safety is a concern.

Pupils will be taught through the school curriculum the risks that are associated with the use of mobile phones both in school and more broadly.

3.7 Sanctions for Pupils

Any pupil found with a mobile phone or similar device will have the device confiscated by the headteacher/SLT. This will then be stored safely in school. The device will be returned only to the child's parent or carer who will need to speak to the member of SLT dealing with the situation before the device is returned.

School Devices

3.8 Use of School Devices

Bankside Primary School provides a range of devices for staff, volunteers and visitors to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

- Only the device and recording equipment that belongs to the school (school property) may be used to take appropriate and relevant images of children e.g. Observations, evidence for the website, records of work, photographs of school events, labels for children's classroom environment etc.
- Images must be used in accordance with the Data Protection Act 1998. For images that will be used on the school website, newsletter or other out of classroom usage, specific and prior consent must be obtained to use the image from the child's parent/carers.
- Photos MUST NEVER be taken of bruising or injuries on a child for child protection concerns. In these cases, the incident should be logged using the school's safeguarding procedures and a body map used to log a record of the injury.

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- The use of school devices must only be for school related matters.
- In circumstances where there is a suspicion that the material on the school's devices may be unsuitable and provide evidence relating to a criminal offence the school will seek advice from external professionals such as the LADO and police where necessary.
- The school's devices remain the property of the school at all times and should not be taken off the premises (with the exception of visits and outings). Staff may take home their assigned work devices for school related work only.

4. Non-Staff use of Personal Mobile Phones and Cameras (parents/carers and visitors)

Bankside Primary School recognises that visitors may wish to have their personal mobile phones with them to use in the case of an emergency. However, safeguarding of children within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school have implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- In very unusual circumstances, such as a family emergency, volunteers should seek the permission from SLT/Senior Staff to use their mobile phone in a designated place within school that poses no risk to the school's safeguarding procedures.
- The school's main telephone number can be used in emergencies.
- Photos of children must not be taken without prior discussion with the Headteacher and in accordance with the Data Protection Act 1998 and without obtaining specific and prior consent from the child's parent/carer.
- Visitors and non-school staff remain responsible for their own property and will bear the responsibility for any losses whilst on the school premises.
- Visitors must not use mobile phones in lessons, when working with pupils or when pupils are present.

5. Monitoring and Review

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

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DFE, Local Authority and any other relevant organisations

If there are any concerns about this policy, these should be brought to the attention of the Headteacher in a timely manner.

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