



Staff Mobile Phones, Cameras and Personal Devices Policy

Christ Church CE (c) Primary School

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Chair of Governors	Anthony Coplestone
Approved by	Governing Body
Date approved	September 2026
Review date	September 2027
Applies to	All staff, volunteers, students, contractors and visitors

1. Purpose and aims

Christ Church CE (c) Primary School is committed to safeguarding and promoting the welfare of all children.

Mobile phones, cameras and other connected devices are an established part of everyday life and can have legitimate professional uses. However, inappropriate use can create safeguarding, professional conduct, data protection, privacy and distraction risks.

- Safeguard children from inappropriate use of mobile phones, cameras and personal devices.
- Maintain clear professional boundaries between staff, pupils and families.
- Protect staff from situations which could be misinterpreted or lead to allegations.
- Protect personal and confidential information.
- Ensure that adults model the school's expectations for the responsible use of technology.
- Establish clear and consistent expectations for all adults working in or visiting the school.

The school seeks to maintain a mobile-phone-free environment for pupils throughout the school day, in accordance with current Department for Education guidance. Staff have an important responsibility to model these expectations.

2. Scope

This policy applies to teaching and support staff, governors when working in school, supply and agency staff, volunteers, students and trainees, contractors, visiting professionals and other adults working with or having access to pupils.

For the purposes of this policy, personal devices include mobile phones, smartphones, tablets, smart watches and other wearable or connected technology capable of communicating, photographing, filming, recording or accessing online services.

- Child Protection and Safeguarding Policy
- Staff Code of Conduct / Staff Behaviour Policy
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy and Privacy Notices



- Behaviour Policy
- Procedures for managing allegations and low-level concerns about adults

3. Personal mobile phones and devices

Staff must not use personal mobile phones or other personal connected devices for personal purposes in front of pupils during the school day.

While teaching, working with or supervising pupils, personal mobile phones should normally be kept on silent and securely stored away. This expectation applies in classrooms and teaching areas and when supervising pupils in corridors, playgrounds, halls, dining areas, assemblies, clubs and other activities.

Personal mobile phones may normally be used during authorised breaks in designated staff areas away from pupils.

Staff should ensure that family members and other appropriate contacts have the school's main telephone number so that they can be contacted through the school in an emergency.

The school recognises that exceptional circumstances may require a member of staff to access a personal phone, for example an urgent family situation, health need or reasonable adjustment. Where practicable, this should be discussed and agreed with the Co-Head Teachers or another senior leader.

Nothing in this policy prevents a member of staff using a personal device in a genuine emergency where doing so is necessary to protect a child or adult or summon emergency assistance.

4. Authorised professional use

There may be occasions when a mobile phone or connected device is legitimately required for school business, including multi-factor authentication, emergency communication, educational visits, school-approved communication systems, authorised school applications or another purpose expressly approved by the school.

Where possible, school-owned devices should be used for activities involving pupils or pupil information. The Co-Head Teachers will determine what constitutes authorised professional use and may establish additional controls where appropriate.

5. Photographs, video and audio recordings

Personal devices must not be used to photograph, film or make audio recordings of pupils.

Photographs, videos and audio recordings of pupils may only be made using school-authorised equipment, systems or applications and for an approved educational or school purpose.

- Parental information and permissions where applicable.
- Privacy notices and data protection.
- Storage and retention.
- Publication on the school website, social media or other platforms.
- Sharing images with parents.
- Deletion and disposal.



Images or recordings of pupils must not be transferred to or retained on a member of staff's personal device, personal cloud storage, personal email account or personal social-media account.

If pupil information or an image is accidentally captured, received, downloaded or stored on a personal device, the member of staff must report this promptly to the Co-Head Teachers, DSL and/or Data Protection Lead as appropriate and follow the school's instructions. Staff should not attempt to conceal or independently resolve a potential safeguarding or data breach.

6. Communication with pupils and parents

Staff must maintain appropriate professional boundaries in all electronic communications.

Staff must not use personal telephone numbers, personal messaging accounts or personal social-media accounts to communicate privately with pupils. Communication with pupils must take place only through school-approved systems and for legitimate professional purposes.

Communication with parents and carers should normally take place through approved school channels, such as the school telephone system, school email account, approved parent communication platform or other authorised system.

Staff must not establish informal online relationships with pupils through personal social-media accounts or messaging services. Any unexpected or inappropriate contact from a pupil through a personal account or device should not normally be responded to and should be reported in accordance with the school's safeguarding procedures.

7. Smart watches and wearable technology

Smart watches and other wearable connected devices are covered by the same professional expectations as mobile phones where they can receive messages or notifications, record audio or images, make calls or access online content.

Staff should ensure that notifications and use of such devices do not distract from teaching, supervision or their professional responsibilities. They must not be used to photograph, film or record pupils.

8. Educational visits and off-site activities

The same safeguarding and professional standards apply during educational visits, residential visits, sporting events and other off-site activities.

The visit leader should ensure that appropriate arrangements for emergency communication are identified as part of the planning and risk assessment. Where practicable, a school-owned mobile phone or other authorised device should be available for school business.

Where staff are authorised to use personal phones for essential communication during a visit, this does not permit personal devices to be used to photograph, film or record pupils. Any exceptional arrangements should be agreed with the Co-Head Teachers before the visit wherever practicable.



9. EYFS

The school recognises the specific safeguarding requirements applying to Early Years provision. The school's procedures concerning mobile phones and cameras apply fully within the EYFS.

Personal mobile phones and personal devices must not be used to photograph, film or record children. Staff working within EYFS must ensure particularly clear boundaries around the use and storage of personal devices and follow all requirements within the school's safeguarding, online safety and data-protection procedures.

10. Visitors, volunteers and contractors

Visitors, volunteers, contractors and visiting professionals should be made aware of the school's expectations concerning mobile phones and photography. They must not photograph, film or record pupils without explicit authorisation from the school.

Where a visiting professional has a legitimate professional requirement to use a device, this should be agreed with an appropriate member of school staff and must comply with safeguarding and data-protection requirements. The school reserves the right to challenge any inappropriate use of a device on school premises.

11. Parents and carers

Parents and carers should not photograph, film or record children on the school site except where the school has expressly permitted this, for example at particular performances or events.

Where photography is permitted at an event, parents will be reminded of the school's expectations regarding the privacy and safeguarding of other children. The school may restrict or prohibit photography or recording where this is necessary to safeguard children or respect individual circumstances.

No parent or visitor should photograph or record a child for whom they do not have responsibility where this has not been authorised by the school.

12. Safeguarding concerns

Any concern about an adult's use of a mobile phone, camera or other device which may have safeguarding implications must be reported immediately in accordance with the school's Safeguarding Policy. Staff should not investigate such concerns themselves.

Concerns about adults, including apparently minor concerns, must be dealt with through the school's procedures for allegations and/or low-level concerns, as appropriate.

Where a concern relates to one of the Co-Head Teachers, the school's established procedure for reporting concerns about the Co- Head Teacher must be followed. Where there is uncertainty about whether a matter constitutes a safeguarding concern, staff should seek advice from the DSL without delay.

13. Breaches of this policy

The school will consider the circumstances and seriousness of any breach. A minor instance of inappropriate personal phone use may be addressed through appropriate management action.



Where a breach raises concerns about professional conduct, safeguarding, confidentiality or data protection, it may be dealt with under the relevant school or Local Authority procedures, including disciplinary procedures where appropriate.

A safeguarding concern will always take precedence and will be managed in accordance with the school's safeguarding procedures and current statutory guidance.

14. Responsibilities

- The Governing Body is responsible for ensuring that appropriate policies and procedures are in place to safeguard children and that these are reviewed regularly.
- The Co-Head Teachers are responsible for implementing this policy consistently and ensuring that staff understand the school's expectations.
- The Designated Safeguarding Lead will advise on safeguarding concerns arising from the use of mobile phones, cameras and personal devices.
- All staff and adults working in school are responsible for complying with this policy, maintaining professional boundaries and reporting concerns promptly.

15. Induction and communication

The expectations within this policy will be communicated to staff as part of induction and reinforced through safeguarding and other relevant training.

Staff should be familiar with the school's Staff Code of Conduct, Acceptable Use arrangements and safeguarding procedures. Relevant expectations will also be communicated to visitors, volunteers, contractors, pupils and parents as appropriate.

16. Monitoring and review

The Co-Head Teachers and Governing Body will keep this policy under review to ensure that it reflects current statutory guidance, safeguarding requirements, data-protection requirements, Local Authority procedures and changes in technology.

The policy will normally be reviewed annually, or sooner following significant changes to legislation or statutory guidance, a safeguarding incident, or where school practice indicates that amendments are required.

Key national guidance

- Keeping Children Safe in Education 2026, Department for Education.
- Mobile phones in schools, Department for Education, statutory guidance.
- Statutory framework for the Early Years Foundation Stage, current version.
- UK GDPR and the Data Protection Act 2018.
- Other relevant Department for Education safeguarding, behaviour and online-safety guidance.