



Lune Valley Federation of Leck St Peter's and Hornby St Margaret's Church of England Primary Schools



Belonging, Believing, Succeeding Together

'I have come that you may have life, and have it to the full.' (John 10:10)

Mobile Phone Policy

Our Schools

Our ambition at the Lune Valley Federation of Leck St Peter's and Hornby St Margaret's Church of England Primary Schools is to provide the best possible primary education within our stimulating and creative setting. We pride ourselves on our high behaviour standards rooted in our values of **Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-control** (Galatians 5:22-23) as well as **perseverance, forgiveness and hope**. Our small class sizes add to our family feel and each child is known well and cared for by our kind and friendly staff.

Rationale

At Lune Valley Federation Schools, we recognise the value of technology in supporting, developing and enhancing learning experiences, however we also recognise the potential risks that can arise through misuse of technology. Our highest priority is to safeguard our pupils from such risks, while facilitating a safe environment in which they can be taught how to keep themselves safe with regard to the use of technology, both now and in the future.

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Promoting Positive Relationships and Behaviour Policy
- Code of Conduct
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Social Media and Social Networking Policy

Camera Mobile Phones

Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Use of Mobile Phones by pupils

At Lune Valley Federation Schools, we discourage pupils from bringing mobile phones into school due to the potential issues which could arise, however we recognise that there are instances where a mobile phone may be necessary, for example, from a safety perspective if a pupil walks to and from school alone.

When there is need for a child to bring a mobile phone into school, it must be **switched off** at all times whilst in the school building. On arrival at school, pupils should hand their mobile phones in at the school office where they will be stored safely, out of sight. It is the responsibility of individual pupils to then collect their mobile phone at the end of the school day.

Parents / Carers are advised that Lune Valley Federation Schools accepts no liability for the loss or damage to mobile phones which are brought into school or onto the school grounds.

Where a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day. If further incidents occur, parents / carers will be contacted and required to collect the phone from the office on their child's behalf.

If a pupil is found taking photographs or video footage with a mobile device of either pupils or staff during the school day, this will be regarded as a serious offence and disciplinary action will be taken according to the behaviour policy. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Should parents/ carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Lune Valley Federation Schools is committed to developing children's awareness of the appropriate use of mobile phones through regular discussions and participation in Online Safety sessions such as 'B-Cyberwise', and we ask that parents/ carers should also talk to their children about the appropriate use of mobile technologies.

Sexting

Where instances of 'Sexting' are reported or suspected, guidelines suggest that adults should not view images, unless there is good and clear reason to do so. In such cases, school will follow guidance outlined in the UKCCIS 'Sexting in Schools and Colleges' document.

Use of Mobile Phones by staff/volunteers/students

Whilst it is acceptable for staff, students and volunteers to have and use mobile phones at school, the following must be adhered to, to ensure safe and appropriate use of them:

All staff members should only access their mobile phones during **their break times when they are not directly responsible for the supervision of children**. At all other times, mobile phones must be kept in **silent mode** and **hidden away from view**, within a classroom cupboard.

For students on work experience, or volunteers in school, mobile phones should only be used **during designated break times and out of sight of the children**.

Mobile phones must be **locked** and **protected by passwords or codes**.

For the purposes of safeguarding, mobile phones should **NEVER** be used to photograph or video pupils. Adults should never allow themselves to be photographed or filmed.

Staff should **never contact pupils or parents/ carers from their personal mobile phone** or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.

Staff should never **send or accept from colleagues, texts or images** that could be viewed **inappropriate**.

Staff should give the **school telephone number as their emergency contact** during school hours rather than their mobile phone number.

When using a mobile phone, **consideration** should be given to other staff members and mobile phones should be used **discreetly**.

During **school visits**, the **visit leader** should always carry a fully charged mobile phone.

When **on school visits**, **photographs** must only be taken with a **school iPad / phone** that is **password protected**, or a **school camera** which is **password protected** or has an **encrypted memory card**. Use of mobile phones or devices belonging to an individual must not be used for photographing / recording children.

Use of Smartwatches

The use of Smart Watches by pupils is not appropriate in school due to risks of loss and damage and of misuse in the same way as mobile phones or tablets.

Staff are permitted to wear Smart Watches in school, however during school hours, notifications must be switched off. The same rules that apply to mobile phones also apply to Smart Watches.

Staff should be aware that failure to comply with this policy could result in disciplinary action.

Parents and School Visitors

It will be requested that any visitors to Lune Valley Federation Schools, including parents and contractors, **switch off** their mobile phones when on the school premises.

Where this is not possible, phones should be turned on to silent and may only be used in the school office.

Under no circumstances should visitors **take photographs or record images of children** using a mobile phone.

Nor should they **share their phone number** with children or **accept a phone number** which a child may offer to them.

Should such an incident occur, this must be **reported immediately** to the Headteacher.

Parents must **not use their own cameras or mobile phone cameras to take pictures of pupils** unless it is at a public event such as Sports day and **of their own children**.

Images taken at public events should **not** be shared on social media, and parents will be reminded of this at such events.

Related Documents

- Searching, Screening and Confiscation (January 2018): Department for Education
- Sexing in Schools and Colleges: UK Council for Child Internet Safety (UKCCIS)

Reviewing the policy

The policy will be reviewed three yearly as part of the school's evaluation cycle.

This policy was agreed by the Board of Governors of Lune Valley Primary Schools on:

The scheduled review date of this policy is: November 2029

Signed: (On behalf of the Governing Body)

Date:

REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	June 2026