

Mobile Devices Policy



Policy developed by Mr Grogan (Headteacher) in consultation with Mrs O'Brien (Deputy Headteacher), Mrs Malley (Assistant Headteacher) and Mrs Leech (KS1 Leader) September 2026

Policy approved by Governors: October 2026

A handwritten signature in black ink, appearing to read 'Fiona Taylor'.

Chair of Governors

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Headteacher

Policy shared with staff and shared on the school website: October 2026

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

MOBILE DEVICES POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

It is the intent of St. George's Central CE Primary School and Nursery to ensure that anyone who bring mobile phones to school stores and uses their mobile phones safely whilst on site to always ensure the safety of everyone.

Implementation: Children

At St. George's Central CE Primary School and Nursery, our current approach with mobile phones for children is that:

- Children in **Year 5 and Year 6** are permitted to bring their mobile phone to school **only** if they are walking to and/or from school on their own.
- All phones are turned off as soon as children enter the school site each morning.
- From 8:30am each morning (8:40am on a Friday), children hand their phones in to a member of staff at the extension external doors, near Year 4CB classroom. See picture below:



- Phones will be securely stored in class baskets during the day.
- At home time, the children will return to this same door (see above) to collect their mobile phones from a staff member on their way home.
- Children are permitted to turn their phones on as soon as they leave our site.

This approach is in conjunction with our [Walking to and from school Policy](#)

Our [School Uniform Policy](#) states that: **No smart watches are to be worn**

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Implementation: Staff

The school accepts that employees will bring their mobile phones to work and, at times, may need to check their phone before the end of the school day for important personal reasons.

To protect both the children and staff therefore, the school has agreed to the following code of conduct with regard to the usage of mobile phones during school time.

All staff are required to agree and sign these rules at the beginning of each year.

I, as a member of staff at St. George's Central CE Primary School and Nursery, agree to read, understand and adhere to the following Code of Conduct regarding the use of my mobile phone whilst on the school premises.

- When I arrive to school in the morning, I will switch my phone off/put it on silent and place it in my locker, or in a secure place in my classroom. If I am the Headteacher, Deputy Headteacher, School Business Manager, Admin Officer or Pastoral Mentor, I will store it in a secure place in my office.
- I will not answer or check my mobile phone unless I am on a break or at lunchtime. I will only do so in a location where children are not present.
- I will respect my colleagues by not taking personal telephone calls in the staffroom. If I need to take or make a personal call, I will do so in a private area to avoid disrupting others and to help maintain a professional and respectful working environment. This extends to school residentials, trips and visits.
- I will not bring my mobile phone to any staff briefings or staff meetings unless it is being used as part of the training.
- I will not use my mobile phone to record any conversations that take place in school or to take any photographs of children in school (see 'Implementation: Residential trips and educational trips and visits section).
- If for any reason, it is essential for me to pick up a message or take a call whilst I am with the children, I will leave my phone in the school office and if it rings or receives a message notification, the Admin Officer will inform me and I will be allowed to leave the classroom to take this call or respond to the message. This will be at the discretion of either the Headteacher or Deputy Headteacher.
- I accept that if I am found using a mobile phone without permission, I may be subject to disciplinary action by the Headteacher, Deputy Headteacher or Governing Body.

Staff member: _____ (printed name)

Role: _____

Staff member: _____ (signed)

Date: _____

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Implementation: Residential trips and educational trips and visits

At St. George's Central CE Primary School and Nursery, in Key Stage 2, children have the opportunity to spend time away from their families with staff from school. The current arrangements are:

Year 3: a weekend at Low Bank Ground in March

Year 4: 4 days and 3 night at Low Bank Ground in May

Year 5: 5 days and 4 nights at Brathay Hall in February

Year 6: 2 days and 1 night in London, in June.

One of the many positives feedback to school has been with regards to the sharing of images on social media, during the residential. Photographs are taken at key points during the residential and are usually shared on social media to denote the safe arrival at the destination and in the evening to showcase the activities from that day. In doing this, parents/carers can not only see that their children have safely arrived at the location but also the activities the children are taking part in.

On residential trips and visits, there is a practical balance to strike between safeguarding, supervision and the recording of activities. The safest way to supervise children and still capture experiences is for staff to use personal devices to capture such experiences. Staff at St. George's Central CE Primary School and Nursery are authorised to do this, on these trips and other educational trips and visits, ensuring that the following steps are taken:

- School has parent/carer consent for taking and publishing images via the Data Agreement/Consent Form.
- Photos are transferred/uploaded promptly and then deleted from the device, including the deleted/recycle folder.
- Phones are only 'in use' during activities and are securely stored away during bedtime routines.
- Personal Cloud 'back up' is disabled to avoid an automatic 'back up' of photographs.
- There is oversight and auditing of the deletion process via the 'SGC Residential and Educational Trips/Visits Photograph Record Form' (Appendix 1)

The 'SGC Residential and Educational Trips/Visits Photograph Record Form' ensures that there is a oversight and auditing taking place between:

- The school staff member who took the images.
- Other school staff members who attend the residential/trip or visit.
- The school staff member who shared the images on social media.
- Staff employed by the residential centre.
- School Senior Leaders who did not attend the residential.

Upon return from the residential, trip or visit, staff members should have devices ready for an independent audit from a School Governor.

To ensure robust safeguarding practices and maintain a clear record of compliance, all photographs taken on residential trips and other educational trips and visits are monitored through the 'SGC Residential and Educational Trips/Visits Photograph Record Form' (Appendix 1). This document provides an auditable record of how images have been captured, stored, shared and deleted, with checks undertaken by a range of individuals to ensure transparency, accountability and adherence to school procedures.

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SGC Residential and Educational Trips/Visits Photograph Record Form

This page is to be completed prior to the trip taking place

Residential/Educational trip/visit:	
Location:	
Dates:	
Staff members attending:	
Staff members taking photos:	
Staff member sharing photos to social media:	
Devices used (each staff member and details for each device):	
Names of children attending who cannot have images on social media:	
I understand that any images taken of children undertaking activities during the residential/ trip/visit are for the sole use of sharing on St. George's Central social media platforms:	Staff member understands YES ☐ NO ☐ Name: _____ Signed: _____ Date: _____
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SGC Residential and Educational Trips/Visits Photograph Record Form

This page is to be completed by each staff member, each day of the residential

Date:	
Staff member:	
Images shared at (date/time):	
Staff member:	I can confirm that I have permanently deleted all photographs from the device used to capture them, including the messaging app and deleted/recycle folder. Name: _____ Signed: _____ Date: _____ Time: _____
Independent check 1: (other school staff member)	I have checked the device and I can confirm that all photographs have been permanently deleted from the device used to capture them, including the messaging app and deleted/recycle folder. Name: _____ Signed: _____ Date: _____ Time: _____
Independent check 2: (residential staff member/other staff member)	I have checked the device and I can confirm that all photographs have been permanently deleted from the device used to capture them, including the messaging app and deleted/recycle folder. Name: _____ Signed: _____ Date: _____ Time: _____

Social Media site images shared to:	
Date/Time:	
I confirm that only appropriate images were uploaded in accordance with school procedures and all images have been permanently deleted from the device used to share them, including the messaging app and deleted/recycle folder.	Name: _____ Signed: _____ Date: _____ Time: _____

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SGC Residential and Educational Trips/Visits Photograph Record Form

This page is to be completed, by each staff member, upon return from the residential

Date:	
Staff member:	
Independent check 1: <i>(school senior leader who did not attend the residential)</i>	I have checked the device and I can confirm that all photographs have been permanently deleted from the device used to capture them, including the messaging app and deleted/recycle folder. Name: _____ Signed: _____ Date: _____ Time: _____
Independent check 2 (optional): <i>(school governor who did not attend the residential)</i>	I have checked the device and I can confirm that all photographs have been permanently deleted from the device used to capture them, including the messaging app and deleted/recycle folder. Name: _____ Signed: _____ Date: _____ Time: _____

Final declaration	
I confirm that all photographs taken during this residential visit were captured, stored, published and deleted in accordance with the school's Residential Photography Procedure.	Staff member confirms YES ☐ NO ☐ Name: _____ Signed: _____ Date: _____

Headteacher: _____

Signature: _____

Date: _____

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