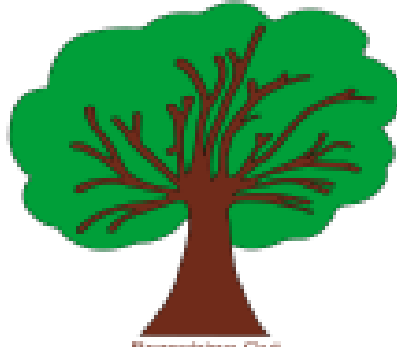


Burstwick Community
Primary School



Branching Out
Into The Community

BURSTWICK COMMUNITY PRIMARY SCHOOL

MOBILE PHONE POLICY

“BURSTWICK: Small School. Big Hearts. Where Learning Comes Alive.”

At Burstwick Community Primary School, our children thrive, develop and master their independence and confidence in a busy and enthusiastic learning environment.

Within our school, our children have a strong voice, feel cared for, supported and are part of the Burstwick family.

At Burstwick Community Primary School, we live by our core values. These values support the development of the whole child as a reflective learner within an enthusiastic and focused atmosphere.

CORE VALUES: *Believers, Unique, Resilient, Safe, Tolerant, Worthy, Independent, Creative, Kind-hearted.*

We are BURSTWICK!

Introduction

At Burstwick Community Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism. In light of the recent pandemic, the school reserves the right to amend its policy and practice while still using guidance and advice from the Local Authority Designated Safeguarding Officer (LADO).

Keeping Children Safe in Education (KCSiE) 2026 states clearly, *‘We recognise that mobile phones and smart devices can present safeguarding, wellbeing and behaviour risks, including cyberbullying, online abuse, image sharing, inappropriate recording, distraction from learning and access to harmful content. Staff will remain vigilant to these risks and will respond to any concerns in accordance with the school's safeguarding and child protection procedures.’* (KCSiE 2026)

Related policies

- Strategic Child Protection & Safeguarding policy 2026-2027
- Staff Code of Conduct 2026-2027
- Keeping Children Safe in Education 2026

It is officially recognised that the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the potential for the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore restricted, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Where concerns arise regarding the use of mobile phones, smart devices or other technology, appropriate safeguarding action will be taken, including liaison with parents/carers and, where necessary, referral to external agencies.

Use of mobile phones

Pupils:

As a school, we understand and recognise children's increased anxieties and desire to feel reassured at all times. The following have been amended to incorporate these feelings and is temporary.

- Pupils are permitted to have mobile phones at school, and they remain the responsibility of the child.
- On entering the school, the phone must be placed in a container in the classroom and be switched to SILENT only. Phones must be collected at the end of the day
- There is no need for any child to check their phone at any point during the day, unless it is for an identified medical need (supporting medical evidence will be required)
- The mobile phone will not under any circumstances be connected to the school Wi-Fi.
- Settings must be secure and strict. Data is the parent/carers responsibility and the school accepts no liability in terms of damage, data use or content accessed.

Parents:

As a school, we understand and recognise parents increased anxieties for their child/ren and desire to ensure their safety at all times. The following have been amended to incorporate these feelings and is temporary.

- We request that parents do not message or call their child/ren under any circumstances.
- Contact can be made with an assigned adult or the school in the following ways:
 - Phone the main school number,
 - DOJO message

Staff:

As a school, we understand and recognise staff increased anxieties for their own safety and well-being. The following have been amended to incorporate these feelings. This will be reviewed as further guidance is issued.

Staff are expected to use mobile phones and personal devices professionally and in accordance with the Staff Code of Conduct and Acceptable Use Policy. Personal devices must not be used to photograph, record or communicate with pupils unless expressly authorised and in line with school procedures.

Following advice and guidance from Keeping Children Safe in Education (KCSiE) 2026, recent first aid training, and Staff Code of Conduct as outlined by the Local Authority, the following is applicable for all staff:

- Staff are able to have their mobile devices stored on their person during the working day for first aid purposes, especially when children are present. If staff use their mobile phone for this purpose, they must have the identified 'British Red Cross – Baby & Child' app, which has been the recommended app for such use in schools.
- All mobile phones **MUST** be switched to *SILENT* and/or *VIBRATE* only, and especially when children are present.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have to make the Headteacher/nominated person for safeguarding aware of this and seek permission. Staff will also provide the school number as the main contact.
- The use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight when staff are with children.
- Phones must only be visible if addressing a medical issue and using an approved app (British Red Cross).
- Calls/texts must be made/received in private during non-contact time.
- Phones must not be used to take photographs of children unless specific permission has been granted by the Headteacher. All photos must be deleted before leaving the school site and this must be witnessed by a member of staff.

- Staff will no longer be able to access DOJO from their phone in order to respond to DOJO messages during the working day. Staff will use a computer or I-Pad. Access to DOJO via a mobile device is granted during non-contact time.
- Identified staff will have greater access to their mobile devices for personal medical reasons only. However, the above conditions are also adhered to.

We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

Safeguarding

The school is committed to safeguarding and promoting the welfare of all children and staff. We expect all staff and volunteers to share this commitment. Through the construction and writing of policies, we share our commitment; and through our curriculum provision, safeguarding is taught both explicitly (directly) and implicitly (indirectly).

We believe that all children have the right to learn in a supportive, caring and safe environment, which includes the right to protection from all types of abuse. Staff are vigilant for signs of any child in distress and we are confident about applying our safeguarding procedures to avert and alleviate any problems.

Monitoring and Review

The Senior Leadership Team (SLT), who report to the governors about its implementation and effectiveness, monitors Burstwick Community Primary School's Mobile Phone Policy regularly. Governors are kept informed via the termly Headteacher's Report.

This Policy will be reviewed at least once every two years through discussion with all staff and Governors.

Review date: *July 2027*

Approved	Name	Signature	Date
Chair of Governors	<i>Mr Andrew Johnson</i>		<i>01/09/2026</i>
Headteacher	<i>Mr Ian Cutts</i>		<i>01/09/2026</i>