

Lytham C of E Primary School



Electronic Device Policy

To inspire everyone in our school family to be the best they can be within our caring Christian community.

Our strap line is, 'Together We Grow With God'.

1. Purpose of this Policy

This policy sets out the school's expectations regarding mobile phones and personal devices to ensure a safe, calm and focused learning environment, in line with DfE guidance and *Keeping Children Safe in Education (KCSIE)*. These documents emphasise reducing distractions, supporting positive behaviour and maintaining strong safeguarding practices.

2. Policy Statement

Mobile phones are not permitted for use on school premises by pupils or staff during teaching time or when supervising children. The school recognises that in exceptional circumstances a child may need a mobile phone for safety reasons when travelling to or from school. In such cases, strict procedures apply.

3. Procedures for Pupils Bringing a Phone to School

- Any pupil who brings a mobile phone to school must hand it in to the school office immediately upon arrival.
- Phones will be stored securely by office staff for the duration of the school day.
- Phones must be collected at the end of the school day by the pupil after they have left school.
- Pupils may not access their phone at any time during the school day, including break and lunchtime.

4. Prohibited Use (children)

- Mobile phones must not be used anywhere on school premises.
- Taking photographs, videos or audio recordings is strictly forbidden, in line with safeguarding expectations in KCSIE.
- Pupils may not send messages or make calls during the school day.

5. Safeguarding and Data Protection

This policy supports safeguarding by:

- Preventing access to social media, messaging apps and online content during the school day.
- Protecting pupil privacy by preventing unauthorised recording or sharing of images.
- Supporting a calm, disruption-free environment as recommended by the DfE.

6. Staff Use of Mobile Phones

- Staff must **not** have personal mobile phones out in the classroom or anywhere they are supervising or working with children.
- Staff must **not** use the school Wi-Fi for personal mobile phone use.
- Personal mobile phones may only be used during break and lunchtime **when staff are not with children**.
- Staff must never use personal devices to photograph, video, or contact pupils.
- Senior Leadership Team (SLT) members may carry their phone if they are covering a class **and** acting as Base Contact for a trip. In this case, the phone may only be used for contacting staff who are off-site and must not be used for any other purpose.

7. School Mobile Phone

- The school provides a clearly marked '**School Phone**' for staff use.
- This phone may be used to take photographs and videos **only of children for whom the school has confirmed consent**.
- The school phone should be taken on trips and visits and used by staff for recording learning, communication with school, or emergency contact.

8. Consequences for Non-Compliance

- Any phone seen or used on school premises in breach of this policy will be confiscated and stored securely.
- Parents/carers may be required to collect the phone from the school office.
- Repeated breaches will be addressed in line with the school's behaviour policy for pupils and staff conduct expectations for adults.

9. Partnership with Parents and Carers

Parents and carers are expected to:

- Support the school's mobile phone policy.
- Inform the school if a child needs to bring a phone for travel or safety reasons.
- Contact the school office directly during the day rather than messaging their child

Signed: Miss Hannah Davies

Date: August 2026

Review Date: August 2027

Agreed by Governors: September 2026

