



Date written: 28/1/2026

Review date: 21/1/2027

Linked policies: Safeguarding & Child Protection, Behaviour Policy, Staff Code of Conduct, Online Safety Policy, GDPR/Data Protection Policy

Statutory guidance: *Keeping Children Safe in Education (DfE)*

1. Policy Statement

Trinity Croft C of E Primary Academy recognises the importance of mobile technology in modern life but is committed to ensuring that its use does not compromise the safety, welfare, or wellbeing of pupils. This policy has been written in line with DfE statutory guidance, including *Keeping Children Safe in Education (KCSIE)*, and reflects Ofsted expectations regarding safeguarding culture and safe school environments.

The school operates a **precautionary approach** to mobile phones and recording devices to ensure pupils are protected from misuse, invasion of privacy, and potential safeguarding risks.

2. Scope

This policy applies to:

- Pupils
- Staff and volunteers
- Parents and carers
- Visitors and contractors

The policy covers **all devices capable of recording images, video, or audio**, including:

- Mobile phones and smartphones
- Smartwatches
- Tablets
- Meta / smart glasses and wearable technology
- Audio recording devices
- Any device with recording or live-streaming functionality

3. Pupils' Use of Mobile Phones

In line with DfE advice on mobile phone use in schools:

- Pupils are **strongly discouraged from bringing mobile phones to school**.
- Where a mobile phone is necessary (e.g. travel safety), devices must be:
 - Switched off
 - Handed in to the school office or class teacher at the start of the day
 - Collected at the end of the school day
- Pupils must not use mobile phones at any point during the school day or on the school site.
- The school accepts no liability for loss or damage.

Any breach of this section will be dealt with under the Behaviour Policy.

4. Staff Use of Mobile Phones and Recording Devices

In line with the Staff Code of Conduct and KCSIE:

- Personal mobile phones must be kept on silent and used only during breaks or in staff-only areas.
- Staff must not use personal devices to take photographs, record video, or capture audio of pupils.
- Only school-owned devices may be used for recording, and only for legitimate educational or safeguarding purposes.
- All recording must follow GDPR and school data protection procedures.

Failure to comply may result in disciplinary action.

5. Parents, Carers, Visitors, and Contractors

To maintain a strong safeguarding culture:

- Parents, carers, visitors, and contractors must not:
 - Take photographs or recordings of pupils
 - Record staff, pupils, or conversations
 - Use recording devices on the school site without explicit permission
- Mobile phone use on site should be limited to urgent matters and used discreetly.

Any person who breaches this policy may be asked to leave the premises and, where necessary, further action may be taken in line with safeguarding procedures.

6. Use of Recording Equipment and Smart Devices

The use of recording equipment without the explicit, informed consent of all individuals involved is strictly prohibited on the school site.

This includes:

- Video and audio recording
- Photography
- Live streaming
- Meta glasses or other wearable smart technology
- Dictaphones or audio recording devices
- Apps or software capable of recording sound or images

Unauthorised recording is considered a **serious safeguarding concern** and may constitute a breach of GDPR and school policy.

The school reserves the right to:

- Request that recording stops immediately
- Confiscate devices in line with statutory powers
- Take further action in accordance with safeguarding procedures

7. Safeguarding and Data Protection

In line with KCSIE and UK GDPR:

- The school has a duty to protect children from harm and misuse of technology
- Any unauthorised recording may place children or staff at risk
- Concerns must be reported immediately to the Designated Safeguarding Lead (DSL)

The school promotes a culture of vigilance where safeguarding is everyone's responsibility.

8. Sanctions and Monitoring

Breaches of this policy may result in:

- Confiscation of devices
- Behaviour sanctions for pupils
- Disciplinary action for staff
- Withdrawal of site access for visitors
- Referral to external agencies where appropriate

Compliance with this policy will be monitored by the Senior Leadership Team and Governors.

9. Review

This policy will be reviewed annually or in response to changes in DfE guidance, technology, or safeguarding practice.