



# **Mobile Phone Policy (Whole School including EYFS)**

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## **Independent Day School**

### **Our Lady of Sion School**

First edition: August 2025  
Frequency of Review: Annually  
Next Review Due: August 2026

## 1. Policy Statement

Our Lady of Sion School is committed to safeguarding and promoting the welfare of all pupils. In accordance with *Keeping Children Safe in Education (KCSIE) 2025*, the *Statutory Framework for the Early Years Foundation Stage (EYFS 2025)*, *Working Together to Safeguard Children*, and relevant Department for Education (DfE) guidance, the school prohibits the use of mobile phones by pupils and places strict safeguards around staff and visitor use of mobile phones.

This policy should be read alongside the Safeguarding and Child Protection Policy, Behaviour Policy, Online Safety Policy and Data Protection Policy.

## 2. Scope

This policy applies to:

- All pupils from Nursery through to Year 13.
- All staff (teaching, support, and peripatetic).
- All volunteers, contractors, parents, carers, and visitors while on school premises or engaged in school activities.

## 3. Rationale

The ban and restrictions on mobile phones are based on the following principles:

### 1. Safeguarding and Compliance

- Schools must protect children from online risks through filtering and monitoring. Mobile data networks (4G/5G) bypass these controls, creating significant safeguarding risks.
- EYFS statutory guidance requires clear rules on mobile phone use to safeguard children.

### 2. Prevention of Online Harm

- Mobile phones increase risks of exposure to inappropriate or harmful content, online bullying, exploitation, and unauthorised photography.

### 3. Educational Focus and Wellbeing

- Limiting mobile phone use reduces distractions, supports positive social interaction, and fosters a safe, focused learning environment.

## 4. Pupil Rules and Expectations

- **Whole School (Nursery–Year 13):**
  - Pupils must not use mobile phones during the school day.
  - Mobile phones must never be seen, heard, or used on school premises.
- **Senior School (Years 7–13):**
  - Pupils may bring a mobile phone to school for use on journeys to and from school.
  - The phone must remain switched off and stored securely in the pupil's bag at all times on school premises.
  - Phones must not be carried on the person, kept in pockets, or taken out in school.

## 5. Staff Rules and Expectations

In line with *KCSIE 2025*, *EYFS 2024 statutory framework*, and safeguarding best practice:

### 1. Personal Mobile Phones

- Staff must not use personal mobile phones in the presence of pupils or during lessons.
- Mobile phones must be kept out of sight (e.g., in staff lockers, cupboards, or bags) during working hours, except during designated breaks in staff-only areas.
- Staff must not use personal devices to contact pupils, parents, or carers. All communication must be via school systems.

### 2. Photography and Video

- Personal devices must **never** be used to take photographs, videos, or audio recordings of pupils.
- Only school-issued devices may be used for this purpose, in line with the Safeguarding and Data Protection policies.

### 3. EYFS Specific Safeguards

- No mobile phones are to be carried by staff in EYFS classrooms, outdoor play areas, changing areas, or toileting facilities.
- Personal mobile phones must be left in designated secure storage areas while staff are working with EYFS pupils.
- EYFS staff must be especially vigilant about preventing unauthorised photography or digital recording.

### 4. Visitors, Volunteers, and Contractors

- Visitors are informed of this policy on arrival.
- Mobile phones may not be used in areas where pupils are present.
- Any breach will be treated as a safeguarding concern.

## 6. Enforcement and Sanctions

- **Pupils:** Any phone seen, heard, or used on site will be confiscated. Confiscated devices will be stored securely and returned in accordance with the Behaviour Policy. Repeated breaches may lead to further sanctions.
- **Staff:** Breaches of this policy may constitute a safeguarding concern and will be treated as a disciplinary matter under the Staff Code of Conduct.
- **Visitors/Volunteers:** Breaches may result in removal from site and reporting to relevant agencies if necessary.

## 7. Roles and Responsibilities

- **Pupils** must comply fully with this policy.
- **Parents and Carers** must support the school's policy and reinforce it with their children.
- **Staff** must act in accordance with this policy as part of their safeguarding duty.

- **Headteacher/DSL** is responsible for ensuring effective implementation and compliance with statutory guidance.
- **Governing Body** has responsibility for oversight, approval, and review of the policy.

## 8. Monitoring and Review

This policy will be:

- Monitored by the Headteacher and DSL to ensure consistent application.
- Reviewed **annually** by the Governing Body, or sooner if statutory guidance changes.

**Approved by Board of Governors August 2025**