MOBILE DEVICE POLICY

November 2026
To be renewed November 2029

This policy should be read in conjunction with our Photography in School Policy and our Acceptable Use Policy

In this policy, Mobile Devices refers to all mobile devices, including mobile phones, tablets, smart watches and smart glasses, whether provided by the school or owned by staff, pupils or visitors.

Mobile devices must only be used in ways which are compatible with our Photography in School and Acceptable Use Policies.

Staff

Staff may bring their own mobile devices to school. Staff mobile phones and tablets should be kept in bags, though watches may be worn. When using their devices, staff should be aware of the Photography in School and Acceptable Use Policies, and particularly that photographs of EYFS pupils must never be taken with personal devices.

Mobile devices owned by staff should not be used in front of children other than for school-related purposes. The school recognises that personal devices sometimes need to be used in front of children, such as to provide authentication for the school's network.

Pupils

Day pupils may use mobile devices on the way to and from school, but these devices should be checked into the school office when the pupil arrives and collected on departure. Pupils should not use their devices during the school day.

Boarders in Year 6 and below should not bring mobile devices to school. Boarders in Year 7 and 8 are allowed to have devices for use in leisure time and (for Year 8 boarders) when out and about in Oxford. Mobile devices should only be used at times and places permitted by boarding staff. Use must adhere to our Photography in School and Acceptable Use Policies. Boarding staff may remove permission to use a mobile device if a pupil breaches one of these policies, or uses their device at a time or place when it was not permitted.

On occasion, pupils may be permitted to bring a mobile device on a trip. If so, the use of mobile devices needs to be planned for as part of the risk assessment, and devices may only be used for the purposes permitted by the trip leader, and in a manner compatible with our Photography in School and Acceptable Use Policies.

Pupils should not bring smart watches to school.

Parents, Visitors and Governors

Parents, visitors and governors may bring their mobile devices into school but should only take photographs in a manner compatible with the Photography in School Policy. Parents, visitors or governors using mobile devices in a way which is disruptive to school life (such as making a loud phone call on school premises) may be asked by staff to stop.

EYFS

Christ Church Cathedral School ensures that robust procedures are in place to safeguard children from the misuse of mobile phones, cameras and digital devices within the EYFS. This policy reflects the requirements of the Statutory Framework for the Early Years Foundation Stage (2026), specifically:

- Safeguarding & Welfare Requirement: Child Protection (3.6) – settings must outline *"how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting."*
- ISSR Standard 7 (3.4–3.8) – early years safeguarding policies must include the setting's approach to mobile phones and cameras.
- The policy also reflects strengthened expectations around online safety, data protection, and safe digital practice in compliance with the DfE Screen Use Guidance (July 2026).

Use of personal mobile phones in the EYFS:

The Nursery is a mobile phone-free zone for parents and visitors. Clear signage is displayed. Visitors must switch off and store devices before entering. Staff use of personal mobile phones in the Nursery is strictly limited to break times and only in staff-only areas or off-site when not supervising children. Personal phones are stored in a lockable box in the staff area during the Nursery day, which is inaccessible to pupils.

In Reception, full-time members of staff who work in the Reception classroom will place their phones in a lockable box in the classroom storage cupboard. Members of staff who teach Reception for specialist lessons will be asked to keep their phone in their pockets at all times and not to use their devices in the presence of children. All staff will be made aware that at no point may photos, videos or audio recordings be made on personal devices.

Personal mobile phones must not be used:

- in rooms where EYFS children are present
- to take photographs or videos
- for messaging or communication relating to pupils

All personal devices must be passcode protected. Staff must ensure that immediate family have the main school telephone number for emergencies.

When taking children off-site, staff use a school mobile phone. If a personal phone is carried for emergency use, no personal calls may be made or received.

Staff must not use personal devices to capture images on outings; school cameras or school iPads must be used.

Cameras, Digital Imagery and Use of Photographs in the EYFS:

Staff must not bring personal cameras into school. Personal mobile phone cameras must never be used to photograph EYFS pupils.

Only school-owned cameras or iPads may be used to capture images of children. Photographs are taken only for:

- documenting learning and development
- observation and assessment
- curriculum evidence

- internal displays
- inspection evidence (ISI)
- school marketing (with parental consent)

Parental permission is always obtained before images are used externally.

Parents may photograph their own child at events but must avoid capturing other children, unless permission has been granted. Parents are reminded not to upload images of other children to social media without consent.

Online Safety and Digital Safeguarding in the EYFS:

In line with strengthened EYFS expectations around online safety, Christ Church Cathedral School ensures:
- Staff understand the risks associated with image sharing, cloud storage, social media, and digital communication.
- No images are stored on personal devices, personal cloud accounts, or messaging platforms.

Staff receive regular training on safe digital practice, secure handling of digital media and recognising and reporting online-safety concerns