



Visitors and Volunteers Mobile Phone Policy

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St Edmund's is committed to safeguarding pupils and protecting their privacy. This policy sets out clear expectations for mobile phone use by visitors, volunteers and parents/carers while on the school site or engaged in school activities.

In line with Department for Education guidance, the school operates a mobile phone-free environment by default, and expectations for visitors and volunteers reflect this approach.

Our policy aims to:

- Safeguard pupils and protect their privacy
- Ensure appropriate conduct by adults on site
- Maintain a safe and focused learning environment

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar electronic devices.

Relevant guidance

This policy should be read alongside Keeping Children Safe in Education and the school's safeguarding procedures. This policy forms part of the school's safeguarding and behaviour framework.

Expectations for visitors and volunteers

Visitors and volunteers (including governors, contractors and parents/carers) must follow staff expectations when on the school site.

This means:

- Using mobile phones responsibly and appropriately
- Not using phones when working with or supervising pupils
- Following staff instructions regarding phone use

Contractors may be subject to additional supervision or restrictions in line with safeguarding procedures.

Photography, video and audio recording

Visitors and volunteers must not:

- take photographs, videos or audio recordings of pupils
- capture or share any content that could identify a pupil

The misuse of mobile devices to capture, store or share personal data or images is a serious safeguarding and data protection concern.

Exception:

Parents/carers may take photographs of their own child at public school events only. Such images must be for personal use and not shared publicly without consent.

Use during the school day

Visitors and volunteers must:

- keep phone use to essential purposes only
- not use phones in lessons or when supervising pupils

Parents/carers must use the school office as the first point of contact if they need to contact their child during the school day. They must not contact pupils directly.

School trips and off-site activities

Visitors and volunteers supporting school trips or residential visits must not:

- take photographs or recordings of any pupils
- use mobile phones while supervising pupils unless necessary
- apply or enforce sanctions; any concerns must be referred to a member of staff

Safeguarding and breaches

Any concerns about mobile phone use must be reported immediately to a member of staff.

Failure to follow this policy will result in action, including removal from the school site or activity and restriction of future involvement.

Serious concerns will be treated as safeguarding matters.

Monitoring and review

This policy is reviewed annually in line with safeguarding guidance.

Reviewed by SEB - July 2026