

Mobile Devices for Pupils Policy Prep School incl. EYFS

2025 / 2026



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Mobile Devices for Pupils Policy

Prep School (EYFS and Prep 1 – 6)

Scope

This policy applies to all Prep pupils (including EYFS) and staff at Ibstock Place School (hereinafter ‘Ibstock’ or ‘the School’).

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required “Good Practice” policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Prep Co-Heads and Designated Safeguarding Lead, who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

Introduction

This policy works in conjunction with all other policies that relate to use (and misuse) of digital devices. This includes Photography of our Pupils Policy, E-Safety and Acceptable Use Agreement Policy.

Policy Aims

1. We discourage all pupils, and those parents who volunteer in the Pre-Prep and Prep School, from possessing mobile telephones, cameras, iPads or other digital recording devices in School. They can create a distraction to our learning programmes, a security risk (images being recorded or interactions with staff being recorded) and may be damaged or lost. There are few reasons for pupils of this age to require use of any of these items of equipment. Parents are contacted via School communication systems at any point if parents are required by pupils. The Ibstock Whole-School Rules make this statement explicit.

2. In EYFS, in order to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) statutory framework, teachers **must not** have their phones present at any time when pupils are in the vicinity. If there were to be an incident where the use of a phone was identified in the classroom, near the pupils, the staff member must give a clear explanation as to why, and it should be logged by the Head of Pre-Prep.
3. From Kindergarten to Prep 5, mobile phones and other electronic communication devices (smartwatches are included) should not be brought into School unless there is an exceptional circumstance. In Prep 6, pupils are allowed to bring in a smart-free mobile phone, but they should hand them to their class teacher before Registration where they will be locked in a safe drawer until dismissal. Pupils may only use their mobile phones when outside of the School and are advised to be careful whilst walking with the device in plain sight.
4. Mobile telephones are not covered by School insurance and under no circumstances will the School be liable if a pupil in the EYFS or Prep School is found having or using a portable digital device on the School site. The following procedure is followed:
 - A member of staff confiscates the item and delivers it to the class teacher.
 - The pupil is informed that the item will be given to their parent at the end of the day.
 - The teacher concerned explains the policy to the parents and requests that it is followed.
5. Under the School's GDPR compliance, parents are asked not to film nor take photos when onsite. If a production or concert is to be filmed, this will be uploaded with parental consent and will always be password protected. The School does not condone any parents uploading photos to social media/the internet taken on the School premises without the permission of all parents and guardians.
6. School Trips
 - On School trips, parent helpers will be required to bring their phones for child protection and safeguarding.
 - The parent helpers should not take photos of the pupils and must be briefed before the trip.

- On residential trips, Prep 5 and Prep 6 pupils are not allowed their mobile phones or any device that can communicate via alternative methods on the internet e.g. messengers or email. In exceptional circumstances, the child may be allowed to phone home on an adult's device. If a pupil is found with a mobile phone or alternative device, it will be confiscated, and the parents will receive communication.

SEND, Medical and Individual Circumstance Exceptions

The School operates as a mobile phone-free environment throughout the school day. This applies to lessons, clubs, breaktimes and lunchtime.

The School recognises its duties under the Equality Act 2010 and will make reasonable adjustments where a pupil's disability, medical condition or specific safeguarding circumstance means that limited access to a mobile device is necessary.

Any such adjustment will be:

- agreed on an individual basis,
- purpose-specific and time-limited,
- clearly documented, and
- supervised by an appropriate adult.

In the Prep School, pupils will not routinely carry or access mobile phones themselves. Where a mobile device is required for an agreed medical or disability-related purpose (for example, health monitoring or communication linked to an EHCP), this will normally be held and managed by a member of staff in the Prep School, and used only as required.

Adjustments will be reviewed regularly and do not constitute a general exemption from the School's Mobile Phone Policy. Any misuse of a device, or use outside the agreed purpose, may result in the adjustment being withdrawn, and will be addressed in line with the School's Behaviour and Safeguarding policies.

Staff Use of Mobile Phones

In line with DfE guidance, staff should not use personal mobile phones or smart devices in the presence of pupils during the school day. This expectation supports the School's mobile phone-free environment and the consistent modelling of professional behaviour.

Limited and appropriate use may occur where necessary for safeguarding, medical, or operational reasons, or where explicitly authorised by the School. Any such use should be proportionate and discreet.

This expectation operates alongside, and does not replace, the standards set out in the Staff Code of Conduct.

Queries

Queries regarding this policy should be directed to the Prep Co-Heads and Designated Safeguarding Lead.

Review and Verification

This policy is reviewed annually by the Prep Co-Heads.