

Gwladys Street Community Primary and Nursery School



Mobile Phone Policy for Parents and Carers (Meetings and School Visits)

Approved by: Full
Governing Body

Date: October 2025

Last reviewed on:

Next review due October 2028
by:

Purpose

This policy outlines the expectations for parents and carers regarding the use and storage of mobile phones during meetings and visits to Gwladys Street Community Primary and Nursery School. The aim is to ensure meetings are conducted respectfully, without distractions, and in a manner that supports confidentiality and the safety of all members of the school community.

Policy Statement

To maintain a focused, respectful, and confidential environment, parents and carers are not permitted to bring mobile phones into any meetings held within the school premises.

This includes, but is not limited to:

- Parent-teacher meetings
- Support plan reviews (e.g. EHCP, behaviour, or attendance meetings)
- Safeguarding or welfare discussions
- Any other formal or informal meeting held on school grounds

Procedure for Mobile Phones

1. On Arrival:

- Parents and carers must hand their mobile phones to the school office upon arrival.
- The phone will be placed in a secure phone pouch, labelled with the visitor's name.

2. During the Meeting:

- Phones must remain in the office for the duration of the meeting or visit.
- No phones, smartwatches, or recording devices are permitted in meeting rooms.

3. On Departure:

- Phones can be collected from the school office when leaving the premises.
- The office staff will return the phone pouch once the meeting has concluded.

Rationale

- Confidentiality: To protect the privacy of pupils, staff, and families, and to ensure that sensitive information discussed in meetings is not recorded or shared.
- Respect: To promote full attention and engagement during discussions.
- Safeguarding: To ensure that no photographs, videos, or recordings are made without authorisation on school premises.

Non-Compliance

If a parent or carer refuses to comply with this policy, the meeting may be postponed or rescheduled until the policy can be followed. The school reserves the right to stop a meeting if a phone is used or brought in without permission.

Exceptions

In exceptional circumstances (e.g. on-call emergency workers, medical reasons or if the parent/carer has a learning need or if the phone is needed for translation purposes for parents/carers who have English as an additional language), parents or carers should inform the school office prior to the meeting. The Headteacher or senior leader will decide on an appropriate arrangement.

Review

This policy will be reviewed every three years or sooner if required to reflect best practice and safeguarding guidance.