Mobile Phone Policy

(including smart devices)

2026 – 2027

Policy Leader	**Mr David Bailey, Head Teacher**
Last Updated	**September 2026**
Date to Review	**September 2027**

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1. Introduction and aims

At Primet Primary School we recognise that mobile phones and similar devices, including smart phones, smart watches, rings and meta glasses are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phon/e guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

3.1Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.
Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
The Head Teacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone whilst children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

In cases such as these the mobile phone must be left in the main office and the staff member will be called to the office to answer the call.

School staff can use the school office number 01282 864607 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT).

More detailed guidance can be found in the schools Data Protection policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps, nor should they ring a parent/carer from their own mobile phone. All contact should be via official school phone/communication systems.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.
Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.
Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.
See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

5.1 Pupils

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Pupils MUST hand their mobile phone in at the main office on arrival at school
- Pupils can collect their phones from the main office when leaving school
- Pupils MUST NOT use mobile phones on school premises including the school yard

5.2 Exceptional Circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances such as a medical reason. (for example, monitoring blood sugar levels for Diabetes) These will be considered on a case-by-case basis.

To request such permission, parents/carers should contact the Head Teacher.
Any pupils who are given permission must then adhere to the Acceptable use agreement/Permission to have a mobile device in school (Appendix 1)

5.3 Sanctions

If a pupil is in breach of this policy:

- Their mobile phone will be confiscated by the Head Teacher. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006
- If a mobile phone is confiscated it will be kept securely in the Head Teachers office. Only a parent/carer may collect the phone.

Staff have the power to search pupils' mobile phones in specific circumstances, as set out in the DfE's Guidance on searching, screening and confiscation. This guidance allows staff to search a pupil's mobile phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils on school premises.
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. There are posters around the school and at the main reception advising of no mobile phone use in school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.
Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phone is handed into the school office prior to entering school. Phones should be switched off and staff will store them securely in the office.
Confiscated phones will be stored securely in the Head Teachers office and must be collected by a parent/carer.
School is responsible for stored or confiscated phones and can be held responsible for loss, theft or damage.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises where the phone has not been handed into the office.

Lost phones should be returned to the main school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head Teacher.

Appendix 1: Acceptable use agreement/Permission for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement/Permission to have a mobile device in school

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone for any other reason than specified in this agreement.
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
4. Don't share your phone's password(s) or access code(s) with anyone else.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to use [their] mobile phone to school because they:

- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.
The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate):
_____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office or off site.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
A full copy of our mobile phone policy is available from the school office.

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