Mobile Phone Policy

St Chad's C of E Primary and Nursery School Policy	
Title of Policy:	Mobile Phone Policy
Date Policy adopted:	Autumn 2026
Written by/Author: (Job Title and name)	Senior Leadership Team.
Review Cycle:	Every 2 Years
Review Date:	Autumn 2028

1. Introduction and aims

At St Chad's Church of England Primary School, our vision of **"A Future with Hope"** underpins all aspects of school life. We believe that every child should be equipped to navigate an increasingly digital world with wisdom, integrity and responsibility. Whilst mobile phones and smart devices are an important part of modern society, their use within school must support our commitment to safeguarding, promoting positive behaviour and ensuring that all members of our community can learn and work in a safe and respectful environment.

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 devices.

2. Relevant guidance

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

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Behaviour Policy, Online Safety Policy, Staff Code of Conduct and the statutory guidance Keeping Children Safe in Education 2026.

3. Roles and responsibilities

3.1 Staff

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 headteacher is responsible for monitoring the policy every two 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

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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, while children are present. Use of personal mobile phones must be restricted to noncontact 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
- Awaiting a call back from a GP

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01606 663683 as a point of emergency contact.

Staff members providing intimate care must not have a mobile phone or smartwatch on their person whilst carrying out this task.

In some circumstances, a medical condition may require the use of a mobile phone. For example, staff with diabetes may use continuous glucose monitoring systems, where a sensor is linked to their mobile phone to track blood sugar levels. In these situations, staff will be permitted to use a mobile phone, while children are present, solely for the purpose of monitoring/supporting their health.

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).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

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.

Staff and visitors are able to access the school's wi-fi for work purposes only.

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, unless through the 3CX app. 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.

5. Use of mobile phones by pupils

5.1 Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Mobile phones, smart watches and other internet-enabled devices must not be used by pupils during the school day. Where a pupil requires a mobile phone for safety reasons when travelling independently to and from school, written parental permission must be obtained and the device must be switched off and stored securely in accordance with school procedures.

5.2 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

St Chad's CE Primary School operates a ban on smartwatches for children.

5.3 Exceptions for special circumstances

In some circumstances, supporting a pupil with a medical condition may require the use of a mobile phone. For example, pupils with diabetes may use continuous glucose monitoring systems, where a sensor is linked to their mobile phone to track blood sugar levels. In these situations, pupils will be permitted to use a mobile phone solely for the purpose of monitoring/supporting their health.

In addition, the school may allow pupils to bring a mobile phone in other special circumstances. Such requests will be considered on a case-by-case basis. To request permission, pupils or parents/carers should contact the headteacher.

5.4 Sanctions

If a pupil is in breach of this policy, their mobile phone will be confiscated in line with sections 91 and 94 of the Education and Inspections Act 2006. Parents will then be contacted and arrangements made for the phone to be collected.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

• There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

• The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

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, unless it's at a public event (such as a school fair), or of their own child

• Using any photographs or recordings for personal use only, and not posting on social media without consent

• 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.

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

• Use their phone to make contact with 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.

7. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to the 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 take into account:

• 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

9. Appendix 1: Template mobile phone information 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 staffroom.

• Do not take photos or recordings of pupils (unless it is your own child), 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.