



The Coppice Primary School and Nursery

Mobile Phone Policy for staff, Parents and Carers, Pupils and Visitors

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1. Introduction and aims:

At The Coppice Primary School our policy aims to:

- Ensure our environment is mobile phone-free by default

- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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 Safeguarding, Behaviour Policy and Acceptable Use Policy

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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

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

2. Relevant guidance:

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities:

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 and reviewing it every two years, 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.

3.2 Trustees:

Trustees will be responsible for monitoring this policy through its review at Trustee meetings and also through the termly visits to the school by the Chair of Trustees: Kathryn Byng.

4. Use of mobile phones by staff:

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile-free environments by default: anything other than this should be by exception only.

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 during the school day, both whilst pupils are present and during any other 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). Personal mobile phones should **not be used in any area where children may be able to see you e.g. intervention rooms.**

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

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

If special arrangements are not deemed necessary, school staff can use the school office number: 01564 826 709 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 and Google Gemini).

For more detailed guidance on data protection, please refer to The Coppice GDPR and Data Protection Policy, and The Coppice ICT Acceptable Use Policy. Both of these are available on the school's G Drive.

4.3 Safeguarding

Staff must not give their personal contact details to Parents/Carers or pupils, including by 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. We have six school i-pads which can be used for these purposes.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Staff are allowed to use mobile phones when supervising residential visits or school trips but purely for the purpose of members of staff, who may be in different groups on the trip, keeping

in contact with one another, keeping in contact with school, and also in the case of an emergency. They are also occasionally needed for making contact with Parents and Carers should there be an issue regarding a particular child that needs addressing immediately.

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 personal mobile phones for taking photos of children on residential trips. Instead, for safeguarding reasons, these are taken using school devices i.e. school cameras and school i-pads.
- Refrain, in the first instance from using their own mobile phone to contact Parents/Carers. Instead, contact will firstly be made via the school office. However, should this not be possible, and the need is pressing, the staff member will attempt to call via their own mobile phone.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes i.e. the Designated Safeguarding Lead..

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 school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and 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

As per DfE mobile phone guidance, pupils must not use their mobile phones at any point during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Our Year 5 and 6 pupils, who walk to and from school themselves are allowed, for both safety and Parent/Carer contact purposes, to bring their mobile phones to school. The following is our policy and procedure for how this is managed:

- Children are not permitted to use these once they enter the school grounds.
- Phones are collected from the children by Year 5 and 6 Class Teachers on entry to the school building.
- Phones are stored securely throughout the school day
- Phones are returned to the children just before they exit the school building at the end of the school day.

-Again, children are not permitted to use their phones whilst on school grounds.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and, more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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 smartwatches have wellness and health-related features.

Our school's policy is that children are not allowed to wear Smartwatches for school. Should a child be found to be wearing one, they will be confiscated for the remainder of the day and then returned to the child. Parents, and or Carers, will be contacted and reminded of the school's policy.

5.2 Exceptions

As outlined above, Year 5 and 6 pupils will be allowed to have mobile phones on their journey to and from school.

We will also allow pupils with diabetes, who may require their phones to monitor their blood glucose levels to bring these to school. However, these will be collected and managed by the Class Teachers of these pupils. The stipulations around how such phones are used will be included in the child's Individual Healthcare Plan.

In the case of permission due to other exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Mr. Billy Hutt (Headteacher).

Any pupils who are given permission must then adhere to the school's Pupil Code of Conduct/Acceptable Use Agreement for mobile phones (**see appendix 1**).

5.3 Sanctions

If a pupil breaches this policy:

-The mobile phone will be confiscated. Schools are permitted to confiscate phones from pupils under [Section 91](#) and [Section 94](#) of the Education and Inspections Act 2006.

-The Headteacher (or the Deputy in their absence) can confiscate mobile phones for the length of time that they deem appropriate proportionate to the situation as per the DfE guidance on mobile phones in schools [DfE guidance on mobile phones in schools](#)

-Parents and Carers only will be allowed to collect confiscated mobile phones at a time that is agreed to be convenient for both the school and the Parents and Carers e.g. the end of the school day.

-Any sanctions related to the use of mobile phones by pupils will be in line with The Coppice Behaviour Policy, which is available on the school website. Any sanction imposed will be proportionate to the severity of the behaviour.

-School staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows a staff to search a pupil's phone if there is good reason to do so (such as having reason to believe that the phone contains pornographic images, or if it is being used to commit an offense or cause harm to another person).

If inappropriate content is found on a phone, or if inappropriate behaviour is suspected:

-A thorough investigation will be carried out by the Headteacher (and/or other members of the school's leadership team) in the first instance in order to ascertain all of the relevant facts concerning the incident.

-Following the initial investigation, Parents and Carers will be informed immediately and asked to attend a meeting in order to discuss what has occurred or what is alleged. At a relevant point, the pupil involved will be asked to join the meeting.

-At this meeting, future mobile phone use will be discussed in order to try and find a positive way forward that will prevent a repeat of the behaviour. Relevant sanctions will also be outlined and discussed. The school will ask for support from the Parents and Carers regarding these so that everyone is working together in the best interests of the pupil.

-In the event of serious online behaviour (including cyber-bullying), and if deemed appropriate, we will advise the Parent or Carer that we will be contacting, or considering contacting, the police or other relevant authority e.g. Family Front Door or medical professionals. The reasons for this course of action would be outlined to Parents and Carers at the meeting.

-We will offer on-going support to both the family and the pupil in order to prevent a repeat of what has occurred, and monitor the situation closely moving forward.

***It is important to note that in every case, the school will also consider whether:**

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate

5.4 Pupil Use of mobile phones outside of school

As stated in our ICT Acceptable Use Policy, the School wholeheartedly supports the advice that children should only be accessing and engaging with age appropriate materials and applications when using their own devices outside of school. As such we believe Parents and Carers should be responsible for following all current guidelines to help protect their children from online harm. Regular reminders from school will be given regarding this across the academic year.

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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

Further advice for Parents and Carers, pupils and staff can be found via the [UK Safer Internet Centre](https://saferinternet.org.uk/) website. (<https://saferinternet.org.uk/>)

It is the school's position, and as agreed by the school's Board of Trustees, that it cannot be responsible for investigating or sanctioning all unacceptable mobile use outside of school.

However, if our The Coppice is made aware of children misusing their own devices outside of school for any of the above reasons we will ALWAYS bring this immediately to the attention of Parents and Carers of the child involved.

In the event of serious online behaviour (including cyber-bullying) we will advise the Parent or Carer to contact the police or relevant authority e.g. Family Front Door/Children's Services or, if deemed necessary or appropriate, the school will do this on the Parent or Carers behalf.

6. Use of mobile phones by Parents/Carers, volunteers and visitors:

Parents and Carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/Carers, visitors and volunteers (including Trustees 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, when working with pupils or while children are present

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 e.g. class assemblies and other performances or productions by the member of senior staff introducing the event.

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 helping to supervise trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed 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.

Should the school be made aware that there has been a breach of this policy, we will contact the Parents and Carers concerned immediately and remind them of the policy. Should the breach involve publicly posting pictures of children, we will state that these must be deleted from public view as a matter of urgency. Should this not happen, we will consider taking appropriate action e.g. issuing a Code of Conduct notice to the Parent/Carer and, if deemed necessary e.g. continuing to ignore what has been requested, we will contact the police.

7. Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled with their name, ready to be stored away securely when not in use during the school day.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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 or from school.

Parents and Carers will be made aware of this disclaimer via:

- The permission form for bringing a mobile phone to school (Appendix 1)
- The Pupil mobile phone Code of Conduct form (Appendix 2)

Confiscated phones will be stored in the school safe located in the school office. The Headteacher (or Deputy Headteacher in their absence) and School Business Manager will be responsible for the confiscated phones until they are returned. During this time, the school becomes responsible for phone and can be held responsible for a phone being lost, stolen or damaged.

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 making sure 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 DfE, 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 Headteacher: Billy Hutt in a timely manner.

This policy will be approved by The Board of Trustees at the beginning of every academic year.

18. Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our GDPR Data Protection Policy.

All data will be handled in accordance with the school's GDPR Data Protection Policy.

Name of policy	Content	Reason for policy	Who does it relate to?	Where is it stored?
The Coppice Primary School Mobile Phone Policy	Whole school Policy and expectations with all matters relating to the use of mobile phones in school by pupils, staff, Parents and Carers and Visitors.	To provide a clear and consistent whole-school approach to the use of mobile phones at The Coppice.	All staff, Parents and Carers pupils and visitors to The Coppice.	On the school's G Drive and on the school website

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		X

10. Appendix 1: Code of Conduct/ Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances:



I agree to obey the following rules if I am given permission to bring my mobile phone to school:

1. Turn off your phone and put it out of sight as soon as you enter the perimeter gates of the school site (those located on Shawhurst Lane). Phones must be switched off (not just put on silent).
2. Once put out of sight, under no circumstances are you to take your phone out unless given specific permission by a member of the Senior Leadership Team: Mr. Hutt, Mrs. Ashwell, Mr. Laight, Mr. McGarry, Mrs. Tomkinson or Mr. Webster.
3. You must hand your phone to your Class Teacher as soon as you enter your classroom.
4. Your phone will be kept in a secure location by your Class Teacher throughout the course of the school day.
5. You will not be allowed access to your mobile phone throughout any point of the school day unless a teacher specifically allows you to for a specific reason.
6. You may not use your mobile phone on the school site at any point in order to protect the privacy and welfare of other pupils.
7. You **MUST NOT**, under any circumstances take photos or recordings (either video or audio) of school staff, or other pupils, on the school site.
8. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
9. Don't share your phone's password(s) or access code(s) with anyone else.
10. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise do anything that acts in breach of the school's Behaviour Policy. This includes bullying, harassing or intimidating others via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
11. Don't use your phone to send or receive anything that may be a criminal offence.
12. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
13. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
14. Don't use your phone to view or share harmful content.
15. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's Phone and Behaviour policies and will be dealt with accordingly.

10. Appendix 2: The Coppice Primary School permission form allowing a pupil to bring their phone to school



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

The school has agreed to allow (**Name of pupil**), in (**class**) to bring their mobile phone to school because they (**please underline/highlight relevant reason**):

- Travel to and from school alone
- Need the phone to support their medical needs e.g. diabetes monitoring

Pupils who bring a mobile phone to school MUST abide by the school's policy on the use of mobile phones, and its Code of Conduct/Acceptable Use Agreement (also provided)

The Coppice Primary School reserves the right to revoke permission to bring their phone to school if a pupil does not abide by this policy.

The school also reserves the right to impose sanctions for any acts which go against this policy (as detailed in the school's Behaviour Policy). It also reserves the right to contact the police or Children's Services should a child's behaviour be of sufficient seriousness to warrant this.

Parent/Carer signature: _____

Pupil Signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for Visitors (to be given out on arrival at The Coppice school office)



Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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 or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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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