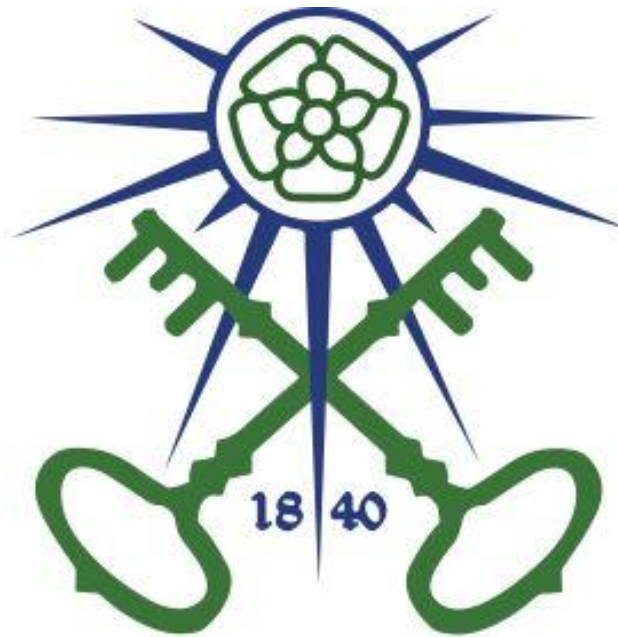


# Mobile Phone Policy



## Isham CofE Primary School

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|---------------------|----------------|
| Approved by:        | Lydia Meek     |
| Last reviewed on:   | 27-8-26        |
| Next review due by: | September 2028 |

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## 1. Introduction and aims

At Isham CE Primary, we recognise that mobile phones and similar devices, including smartphones, 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 safeguarding 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 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 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 in direct contact with children. 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

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 01536 723956 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).

See Data Protection and Acceptable Use Policies for more information.

#### 4.3 Safeguarding (Also see Acceptable Use Policies)

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 which 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 aren't limited to:

- To issue homework, rewards or sanctions

- To use 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 which 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

Pupils must not use their mobile phones 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, e.g. for a specific medical reason.

Children can only be permitted to bring in a mobile phone if they are in Year 5 or 6 and:

- They are walking home (physically from the school door to their house door)
- Staying/visiting at a different house that evening
- Exceptional circumstances, e.g. medical need

**If permission has been given, children will need to give their phone to the school office to be stored for the day and collected when they leave site.**

## 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

Children may wear a smartwatch to school, but are not permitted to use it to send messages or use other functionality other than to tell the time.

If a child is found to use their smartwatch for any reason which causes a safeguarding concern, the smartwatch will be confiscated, for parents to collect from the school office at the end of the day and they will not be permitted to wear the smartwatch to school following this.

## 5.2 Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances.

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

Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use (see appendix 1).

## 5.2 Sanctions

Any phones found in school bags or being used by a child in school will be confiscated and parents will be required

to collect these in person. The school accepts no responsibility for any loss or damage to a mobile phone whilst the device is on the school premises.

In specific circumstances, staff do have the power to search pupils' phones, in line with DFE guidelines, where there is reason to believe that it has been used to commit an offence or cause harm to another person.

Should parents or staff find inappropriate content on a child's phone, they should inform the Headteacher immediately. Content should not be shared.

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.

## 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 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 or when pupils 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.

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 which 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 phones are handed to the school office at the start of 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 and from school.

Parents will sign a letter of permission and agreement to these guidelines when requesting that their child brings their phone to school.

Confiscated phones will be stored in the school office. 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 of 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: Code of Conduct for pupils allowed to bring their phones to school due to exceptional circumstances

### Pupil Code of Conduct for Mobile Phone Use in School

You must follow these rules if you bring your mobile phone to school:

- You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
- Phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
- You cannot take photos or recordings (either video or audio) of school staff or other pupils.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's password(s) or access code(s) with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy.  
This includes bullying, harassing or intimidating pupils or staff via:
  - Email
  - Text/messaging app
  - Social media
- Don't use your phone to send or receive anything that may be a criminal offence.
- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
- 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.
- Don't use your phone to view or share harmful content.
- 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 behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## 9. Appendix 2: Agreement for pupils allowed to bring their phones to school

Dear Parents and Carers,

As part of Safeguarding procedures in school, children are not permitted to bring in mobile phones unless an agreement has been reached between parents and school to follow the below procedures.

If an agreement is reached, children's mobile phones will be stored in the school office for the duration of the school day. They will need to bring it to the office in the morning and collect it at the end of the school day. Please note that the school accepts no responsibility for any loss or damage to a mobile phone whilst the device is on the school premises.

Any phones found in school bags which have not had permission to be brought in, will be removed and parents will be required to collect these in person from the school office.

Children can only be permitted to bring in a mobile phone if:

- They are in Year 5 or 6 and are walking home on their own (with written consent from a parent)
- They are staying/visiting a different house that evening

If you would like your child to bring a phone to school, please complete the below form and return to school. Should we require additional information we will be in further contact.

Kind regards,



Lydia Meek

Headteacher

Please complete the following:

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### REQUEST TO BRING A MOBILE PHONE TO SCHOOL

Pupil's Name: ..... Class: .....

I confirm that I wish for my child to bring his/her mobile phone to school. The phone is required for the following reasons:

(please tick as appropriate)

- They are in Year 5 or 6 and are walking home on their own (with written consent from a parent) ☐
- or
- They are staying/visiting a different house on the evening of \_\_\_\_\_ (date) ☐

My child will follow the procedures detailed in this letter and I understand that if for any reason they do not, I will need to collect the phone from the school office at the end of the school day.

Signed: ..... Print Name: ..... Date: .....

## 10. Appendix 3: 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 school office or staffroom
- 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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