



Crawford Village
Primary School & Nursery

Small enough to care...big enough to inspire

Mobile Phone Policy

Contents:

1. Introduction
2. Aims and Objectives of this policy
3. Legal and Guidance Framework
4. Scope
5. Whole School Expectations
6. Staff Conduct
7. Pupil Sanctions
8. Exceptional and Reasonable Adjustments
9. Early Years and EYFS
10. School Trips, Residential and Events.
11. Searching, Screening and confiscation
12. Safeguarding, Privacy and Data Protection
13. Communication
14. Roles and responsibilities
15. Linked Policies
16. Monitoring and review
17. Annexe 1 – Permission Letter for Parents

1. Introduction

The primary aim of Crawford Village Primary School is that every member of the school community feels valued and respected and is treated fairly. The school promotes a caring, nurturing ethos, with values built on mutual trust and respect for all.

The Mobile Phone Policy is designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure. The Department for Education (DfE) expects schools to operate mobile phone free environments throughout the school day, including lessons, corridors, breaktimes and lunchtimes.

Crawford Village recognises that mobile phones are rarely needed in a primary school. This policy explains how we keep everyone safe by limiting the use of mobile phones and similar devices.

2. Aims & Objectives of this policy

We aim to:

- Keep children's learning focused and free from distraction.
- Reduce risks linked to online harm, bullying, and the taking or sharing of images.
- Set guidelines to ensure all adults model safe and professional behaviour, in line with Keeping Children Safe in Education (KCSIE).
- Support the school's other policies, especially those related to child protection and behaviour.

3. Legal and Guidance Framework

This policy reflects the following guidance:

- DfE: Mobile phones in schools (updated 19 Feb 2026) – non-statutory guidance setting an expectation that schools are mobile phone free.
- DfE: KCSIE 2025 (statutory) – expectations for staff conduct and safeguarding practice.
- DfE: Searching, screening and confiscation (July 2022) – schools' powers to confiscate and examine devices.
- Data Protection Act 2018
- The Equality Act 2010
- DfE: 'Supporting pupils with medical conditions at school.' 2015

4. Scope

This policy applies:

- On school premises during the school day, including breakfast and after-school clubs.
- On school visits, sporting events and residential trips (unless the risk assessments specifies the use of a mobile device in case of emergencies)
- To all pupils, staff, governors, volunteers, contractors and visitors.

- “Mobile Phone” includes smart phones and any device capable of communication, taking images, recording audio/video, or receiving notifications (e.g., smartwatches).

5. Whole School Expectations.

Pupils

- If a child needs a phone for an exceptional safeguarding reason (e.g: travel arrangements), parents must request permission from the Headteacher in advance.
- Parents must sign a permission letter for a child to bring a phone into school- this includes an acceptance that the parents/carers have responsibility for the phone and that school is not liable should the phone be lost or damaged.
- Approved devices must be switched off, handed in at the office in the morning, and handed back to children at the end of the day.
- Must not wear a smart-watch capable of sending/receiving messages or taking pictures or videos.
- Any use of a mobile phone or smartwatch by a pupil during the day is a breach of policy. Any breaches will lead to confiscation and consequences in line with our Behaviour Policy which aligns with DfE “searching, screening and confiscation” guidance.

Serious breaches include:

- Recording, photographing or filming pupils or staff
- Accessing or sharing inappropriate content
- Using devices to bully, intimidate or harass others

Such behaviour may involve safeguarding procedures or police involvement. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

Staff (all roles)

- Personal mobile phones must not be used in front of children, including in classrooms, corridors, playgrounds or the hall.
- Staff should not make or receive personal calls/messages during teaching time. Any urgent messages should come via the school office.
- Staff must not use personal devices to take photos, videos or recordings of pupils. Only school owned devices may be used, following our Online Safety, Data Protection and Acceptable Use policies. If this is necessary, such as on residential and trips, the images/videos should be uploaded to social media/website/seesaw and then be deleted off phones immediately.

- Smartwatch notifications must never be used in the presence of pupils.

The Role of Parents, Visitors and Contractors.

- Mobile phone use is not allowed in learning areas, corridors, playgrounds or any mobile free zones (e.g., EYFS, toilets, changing areas, classrooms).
- At assemblies and events, the school will clearly state if photos are permitted. Parents must not share images online if they contain children other than your own.

6. Staff Conduct.

- Any breach of staff expectations will be addressed under the Staff Code of Conduct and HR procedures. Serious breaches may be treated as disciplinary or safeguarding matters, in line with KCSIE.

7. Pupil Sanctions.

- Breaches will be dealt with consistently and fairly using our Behaviour Policy. Consequences will include confiscation. Repeated issues will involve parents.

8. Exceptions and reasonable adjustments.

We will make reasonable adjustments for pupils who need device access due to:

- Medical monitoring (e.g., diabetes)
- SEND needs
- Disability
- Young carer responsibilities
- Safeguarding circumstances

These cases will be assessed individually with the SENCO and DSL. These are in line with the Equality Act 2010, the school will make reasonable adjustments for disabled pupils where access to a mobile device is necessary to avoid substantial disadvantage.

We also meet our duties under the Children and Families Act 2014 to support pupils with medical conditions, having regard to the statutory guidance 'Supporting pupils with medical conditions at school.' Where a mobile phone is required to help a pupil manage a medical condition (for example, continuous glucose monitoring for diabetes), the school will allow access for this specific purpose, at agreed times and in agreed locations.

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:

- 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 and for purposes agreed with the Headteacher e.g. for appropriate use of school's social media and website.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

9. Early Years Foundation Stage (EYFS)

- EYFS areas are strictly mobile-free for all adults. Personal devices must be stored away and used only in staff areas during breaks.
- Only school-owned devices may be used to capture learning observations in line with permissions and data protection procedures.

10. School Trips, Residential and Events.

- Staff will take a mobile device on trips/residential for emergency use.
- Children must not bring mobile phones to trips, residential or events.

11. Searching, Screening and Confiscation.

- If a pupil is suspected of breaching this policy, the school may confiscate the device and store it safely until collected by a parent. Searching and screening will follow DfE guidance and be carried out lawfully and proportionately. Parents will be informed when appropriate. This should be read alongside our school behaviour policy for the confiscation of 'prohibited items.'

12. Safeguarding, privacy and data protection.

- Only school-approved equipment may be used to capture or store images of pupils.
- Any concerns involving images, online behaviour or possible harm will be referred to the Designated Safeguarding Lead (DSL).

13. Communication

- The school will explain the policy clearly to children, parents and staff. Information will be shared by email, at induction and on school website.

14. Roles and responsibilities.

Governing Body: Approves policy; monitors effectiveness.

Headteacher/SLT: Ensures clear implementation and alignment with other policies.

DSL: Leads on training and responses to safeguarding concerns involving devices.

All staff: Model expectations and challenge inappropriate use.

15. Linked Policies

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- Child Protection & Safeguarding Policy
- Online Safety Policy
- Anti-bullying policy
- Acceptable use policy
- Data Protection Policy
- Educational visits Policy
- Social Media Policy
- Complaints procedures Policy

Quick reference for staff

Staff must:

- Keep personal phones out of sight and not use them in any area where children are present.
- Route urgent personal messages via the office and make personal calls only in staff areas.
- Use only school devices for photos/videos of pupils.
- Politely remind visitors of our mobile-free expectations.

Pupils:

- No mobile phones in school unless agreed by the Headteacher for exceptional reasons.
- Approved devices must be handed in on arrival and collected at home time.
- Parents must sign a permission letter for a child to bring a phone into school.

16. Monitoring and review

Leaders will monitor how consistently the policy is applied (e.g., through walk-throughs, incident logs and pupil voice). Findings will be shared with governors. The policy will be reviewed annually or sooner if national guidance changes.

This policy will be reviewed every year. The Headteacher may, however, review the policy earlier than this if the Government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.

Written: May 2026

Reviewed: September 2026

Next review: September 2027

Annexe 1- permission letter for parents

Dear Parent/Carer,

Re: Permission for Your Child to Bring a Mobile Phone into School

From May 2026 the Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime. The guidance emphasises that schools must have clear expectations and systems in place regarding the management of mobile phones on site.

At Crawford Village, children in Year 5 and 6 are allowed to bring their mobile phones for safety reasons as they are allowed to walk home alone.

If your child requires a mobile phone for such reasons, we ask that you complete and sign the permission section below. By granting permission, you acknowledge and agree to the following conditions:

School Requirements

- Your child must hand their mobile phone in at the school office at the beginning of every school day. The phone will be stored in the office.
- The phone will be securely stored and must remain switched off while on school premises.
- Your child will be given their phone back at the end of the school day and it must remain switched off until they leave the school premises.
- The phone remains the responsibility of the parent/carers at all times. The school cannot accept liability for loss, theft, or damage.
- Any misuse of the mobile phone or breach of these conditions may result in permission being withdrawn.

Parent Permission Form

(To be returned to the school office)

Child's Name: _____

Class: _____

Reason for needing a mobile phone in school:

Parent/Carer Declaration

I give permission for my child to bring a mobile phone into school and agree to the conditions set out above.

Parent/Carer Name: _____

Signature: _____

Date: _____

Kind regards

Mrs. Eaton

Headteacher