

GREAT SANKEY PRIMARY SCHOOL



Mobile Phone Policy

SEPTEMBER 2026 -28



'Together We Learn and Grow'

September 2026	Updated to include new legislation around mobile phones in school: • Section – use of mobile phones by pupils • Section – Sanction for pupils • Added section on Smart watches, Smart phones and Personal devices • Added section on Photography and Recording • Added section on Mobile phones, online safety and cyberbullying • Added specific section on Smart watches • Amendments to section on mobile phones by parents, visitors and contractors

THIS POLICY IS REVIEWED BI-ANNUALLY

1. Introduction and aims

At Great Sankey Primary we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while 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 staff room). Mobile phones must not be left on teacher desks or workstations in the view of children. Non-educational support staff such as admin and estates teams, are discouraged from having their personal mobile phones on desks during their working hours.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- To access multi-factor authentication for a school system such as CPOMS
- 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 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

This policy should be read in conjunction with the TCAT Data Protection policy and Acceptable Use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their 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 wherever possible or agreed in exceptional circumstances by the Headteacher.

3.4 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:

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

The school has a mobile phone that can be made available for off-site trips.

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 unless agreed in exceptional circumstances by the Headteacher. If this is agreed, any images or information identifying a pupil must be deleted.
- Refrain from using their phones to contact parents unless in exceptional circumstances. If necessary, contact must be made via the school office or school mobile phone

3.5 Work phones

Some members of staff may be 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.

3.6 Smart Phones, Smart Watches and Personal Devices

- Personal devices must remain on silent mode during the school day.
- Personal smart watches should not be used for messaging, calls or social media whilst supervising pupils.

- Staff must not use personal devices to store, photograph, record or transmit personal information relating to pupils, parents or staff.
- Staff must only communicate with parents through approved school systems.
- Artificial intelligence applications must not be used to upload, store or process personal pupil information unless approved by the school and compliant with UK GDPR requirements.

3.7 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the TCAT staff disciplinary policy for more information.

4. Use of mobile phones by pupils

At Great Sankey Primary School, pupils are not permitted to use mobile phones during the school day. Pupils are not permitted to take mobile phones, Smart Watches or any other personal device on day trips or residential.

We recognise that some pupils may need a mobile phone for safety reasons before or after school, for example:

- Travelling independently to and from school.
- Young carers who need to be contactable.
- Exceptional circumstances agreed by the Headteacher.

Any pupil bringing a mobile phone to school must have written parental permission and must:

- Switch the phone off before entering the school site.
- Hand the phone to the class teacher immediately on arrival in the classroom.
- Collect the phone from their teacher at the end of the school day.
- Not access, use or carry the phone during the school day.

Smart watches with communication, messaging, internet, camera or recording functions are treated in the same way as mobile phones and must not be used during the school day.

The school reserves the right to withdraw permission for a pupil to bring a mobile phone if the expectations of this policy are not followed.

4.1 Sanctions

Where a pupil uses a mobile phone, smart watch or similar device during the school day:

1. The device will be confiscated and taken to the school office.
2. Parents/carers will be informed.
3. A parent/carer may be required to collect the device.
4. Repeated breaches may result in permission to bring a device onto the school site being withdrawn.

Where there is a safeguarding concern, evidence of bullying, harassment, inappropriate images, online abuse or any unlawful activity, the school will follow safeguarding procedures and involve external agencies, including the police, where appropriate.

5. Use of Mobile Phones by Parents, Visitors and Contractors

All visitors are expected to support the school's safeguarding culture.

Visitors must:

- Keep phones on silent while on site.
- Use phones only in designated adult areas.
- Not photograph or record pupils without prior authorisation.
- Follow instructions given by staff regarding mobile phone use.

Contractors working regularly on site may be asked to store mobile phones securely while working in areas occupied by pupils.

Parents attending performances and celebrations may take photographs of their own child for personal use only. These images must not be published online if they include other children without explicit consent.

6. Photography and Recording

Photography, Video and Audio Recording

To protect children and staff:

- Personal mobile phones must not be used to take photographs or videos of pupils.
- School-owned devices should be used wherever possible.
- Any exceptional use of a personal device must be authorised by the Headteacher.
- Images captured under exceptional circumstances must be transferred immediately to school systems and then deleted from the personal device.
- Covert filming, recording or photographing is strictly prohibited.

7. Mobile Phones, Online Safety and Cyberbullying

The TCAT Behaviour Policy and Safeguarding Policy apply to mobile phone use outside school where conduct:

- Impacts the wellbeing of pupils or staff.
- Constitutes cyberbullying.
- Causes disruption within school.
- Involves inappropriate images or messages.
- Creates safeguarding concerns.

Incidents may be investigated and managed by the school even when they occur off-site.

8. Smart Watches

Pupils may wear basic watches.

Smart watches capable of:

- Calling
- Messaging
- Internet access
- Photography
- Audio recording
- Location tracking

must not be used during the school day unless these features can be disabled and may be required to be handed in with mobile phones.

9. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are handed over to the class teacher.

Pupils must secure their 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.

Disclaimers regarding this are on the permission forms that must be signed for bringing a phone to school.

Confiscated phones will be stored in the school office until collected by a parent / carer. If the school confiscates phones from pupils it becomes responsible for the phone, and it can be held responsible for loss, theft, or damage. To mitigate this, phones will be secured in the school office until collected by a parent / carer following communication from the member of staff.

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

7. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Permission form for pupils to use mobile phones during lessons

GREAT SANKEY PRIMARY SCHOOL

Permission form allowing a pupil to bring their phone to school

Pupils at GSP are not allowed to bring their mobile phones into school however, we recognise there may be some exceptions. To permit this and ensure consistency and clarity, please complete the form below and recognise the importance of following the agreed procedures.

Mobile phones will not be able to be left without the completion of this form.

PUPIL DETAILS	
Pupil name:	
Year group/class:	

Parent(s) name(s):	
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The school has agreed to allow your child to bring his/her mobile phone to school because he/she: *(please highlight as appropriate)*

Travels to and from school alone

Is a young carer

Attends before or after-school activities where a mobile phone is required to contact parents / walk home

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.

Mobile phones must be given over to the class teacher. They must be turned off and picked up at the end of the school day.

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.

The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	