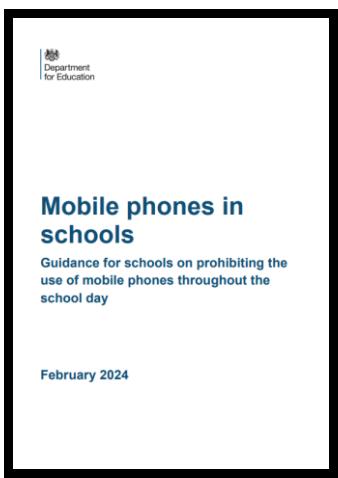


# Banks Road Primary School



## Mobile Phone Policy

Provenance/ Author	Person (s) Responsible	Version	Reviewers	Effective Date	Recommended Review Date	Distribution
Deputy Headteacher James Savage	Headteacher Jamie Wilson	V4	Governors	January 2026	January 2028	All Staff



## 1. Introduction and aims

At Banks Road Primary School we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers 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

This policy prohibits the use of mobile phones and smart devices throughout the entire school day, including during lessons, transitions between lessons, breaktimes, and lunchtimes, and at any time pupils are on the school site.

We operate a clear 'no use, no sight, no sound' culture for pupil mobile devices at all times on the school site.

## 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 also reflects the school's duties under the Equality Act 2010 and the Children and Families Act 2014 in relation to disabled pupils and pupils with medical conditions.

This policy should also be read alongside our online safety and PSHE/RSHE curriculum, which teaches pupils how to stay safe online, in line with DfE guidance on teaching online safety in schools.

## 3. Roles and responsibilities

### 3.1 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 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.

Authorised staff may search for mobile phones and similar devices in line with the school's behaviour policy and the DfE's guidance on searching, screening and confiscation.

## 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 make or receive calls, or send texts, 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 staffroom).

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

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

Any permitted use of a personal mobile phone during contact time must be for a clear operational purpose, such as completing multi-factor authentication (MFA), issuing homework or rewards through approved school systems, or responding to a critical safeguarding or operational need. Such use must not take place in the presence of pupils and must follow the staff code of conduct.

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 0151 427 4360 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 Bard).

More detailed guidance on data protection can be found in the school's ICT acceptable use policy.

## 4.3 Safeguarding

Staff must never 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 mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is 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

Staff must not use personal mobile phones for personal reasons in view of pupils at any point during the school day, in line with DfE guidance that staff should model the same expectations placed on pupils.

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
- 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

Banks Road Primary School operates a strict 'no use, no sight, no sound' culture for pupil mobile phones and smart devices throughout the school day.

Parents/carers may feel that it is necessary for some pupils to bring a mobile phone to school. Mobile phones and smart devices are not to be used, seen, or accessed at any time while pupils are on site. This prohibition applies throughout the school day and at all times pupils are on school premises.

The only legitimate reasons that Banks Road Primary School can identify why a pupil will need to bring a mobile phone to school is:

- Where pupils are travelling to school by themselves; school consider this to only be appropriate for certain pupils in Year 5 and Year 6
- Young carers who need to be contactable
- Pupils who are moving between two parent's homes. For example, where a pupil lives with one parent for one part of the week and another parent for the rest of the week.

Pupils cannot have access to, or use of, their mobile phone at any time while on the school site.

Where pupils are allowed to bring phones to school, they should not use them on the school grounds. They should be stored securely in the school office at the beginning of the school day.

Pupils cannot have access to their mobile phone during the school day.

Mobile phones should be turned off before pupils come on the school grounds. They can only be turned back on when the pupils leave the school grounds.

## 5.1 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.

Pupils are not permitted to wear smartwatches in school.

## 5.2 Exceptions for special circumstances

Some pupils are allowed to bring a mobile phone to school to use it in school, and in special circumstances.

- Pupils with diabetes who use their phones to monitor their blood sugar

In line with our duties under 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.

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use.

Any agreed use of a mobile phone for medical or disability-related reasons will be strictly limited to the specific purpose identified and does not exempt pupils from the wider prohibition on mobile phone use in school.

### **5.3 Sanctions**

If a pupil is in breach of this policy mobile phones may be confiscated. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. Any confiscation will be reasonable and proportionate to the circumstances of the case. The headteacher, or a member of staff authorised by the headteacher, may retain a confiscated mobile phone for a period that is proportionate to the disciplinary outcome being sought. In determining the duration of retention, staff will consider the purpose of the sanction, the pupil's age, any special educational needs or disabilities (SEND), any relevant religious requirements, and any other special circumstances.

If a pupil's mobile phone is confiscated, school retain the right to keep the mobile phone until the pupil's parents collect it from school.

If a pupil is in breach of this policy, the school's Behaviour Policy will be used to apply an appropriate sanction.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. This DfE guidance allows schools to search a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Mobile phones, smartwatches and any similar electronic devices are explicitly identified in our school rules as items that may be searched for where staff have reasonable grounds to suspect they are in a pupil's possession in breach of this policy.

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. Confiscation may be used as both a specific deterrent for an individual pupil and a general deterrent for the wider pupil body, in line with the school's behaviour policy and DfE guidance.

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

Where mobile phone misuse relates to online behaviour, staff will follow the school's Online Safety Policy and Child Protection Policy, in line with KCSIE and DfE online-safety guidance.

### **5.4 Use of mobile phones on trips and residential visits**

To ensure that learning, safety and wellbeing are not disrupted, pupils are not permitted to bring mobile phones on school trips or residential visits, unless the school has stated otherwise in advance.

Where the school decides that phones may be brought for a specific trip (for example, for travel safety or in exceptional circumstances), the school will set clear rules outlining when, where and for what purpose a device may be used. These arrangements will be communicated to parents/carers and pupils prior to the visit.

Any permitted device must remain switched off and out of sight unless being used for the specific, agreed purpose at the designated time and location.

The school may prohibit or restrict mobile phone use during residential visits where necessary to avoid distraction and ensure a safe and positive experience for all pupils, in line with DfE guidance.

All other elements of this Mobile Phone Policy, including confiscation powers and sanctions, apply during trips and residential visits.

## 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 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 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 4 above.

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 his/her personal mobile during the school day.

Parents and carers are encouraged to reinforce online-safety messages at home, supporting the school's education on safe and responsible digital behaviour.

## 7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely in the school office.

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.

We will make sure pupils and parents/carers are aware of the disclaimer above in the following ways:

- Put signs up in the school entryway or office

- Include disclaimers in your permission forms for bringing a phone to school
- Provide a copy of your policy and disclaimer to new pupils and parents/carers
- Publish this policy on the school's website

Confiscated phones will be stored in the school office/other appropriate location in a locked cabinet.

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

## 9. Appendix 1: Permission form allowing a pupil to bring their phone to school

By signing this form, parents/carers acknowledge the school's 'no use, no sight, no sound' culture and agree to uphold it.

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

The school has agreed to allow the pupil named above to bring their mobile phone to school because they:

- In Year 6
- Travel to and from school alone
- Are a young carer
- Moving between two parent's homes.

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.

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

Parent/carer signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## **10. Appendix 2: Template mobile phone information slip for visitors**

### **Use of mobile phones 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 staff room
- › 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 and on the school website

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