# St Mary's CE Primary Mobile Phone Policy February 2026



1 Corinthians 16:14

## Learning to Love, Loving to

| | |
|---|---|
| Feb 2026 | Presented to Governors: …… |

Deeply rooted in the love of Jesus we are committed to:-

Creating a happy, healthy and honest school, where everyone feels secure and valued.

Providing excellent teaching and learning opportunities which develop independent, confident and resilient life- long learners who can think for themselves.

Celebrating and supporting all children to unlock and fulfil their unique potential.

Preparing children to contribute to society with wisdom, hope, tolerance and dignity.

Living by our school values of Love; Honesty; Courage; Compassion; Determination and Respect.

Our vision is to inspire and grow a compassionate community of excellence.
A happy place for our children to shine for God, for each other, and for themselves.

## 1. Introduction and aims

At St Mary's 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. Internet-enabled smart watches are subject to the same restrictions as mobile phones.

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 2 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 (not PPA time), and to areas of the school where pupils are not present (such as the staff room).

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:

- 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 - 01928 565995 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.

### 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. In some circumstances permission may be given to take pictures, but these need to be deleted from your phone as soon as possible.

### 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
- For using authenticator apps

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. If necessary, contact must be made via the school office or Head Teacher if out of hours.

### 3.5 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.

### 3.6 Sanctions

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

## 4. Use of mobile phones by pupils

At St Mary's we would prefer children not to bring phones to school. Under exceptional circumstances, and with prior agreement from the Head teacher, phones will be allowed. For instance

- Travelling to school by themselves only allowed in Years 5 & 6
- Young carers who need to be contactable

- When permission has been granted to bring a phone into school, pupils are responsible for handing them into the class teacher at the beginning of the day and asking for them back at the end of the day.
- Pupils will not be allowed to access their phones during the school day.
- Mobile phones must not be used on school trips / residential visits.
- Mobile phones will not be allowed as a camera on the last day of Year 6.

Pupils must adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

## 4.1 Sanctions

Failure to follow this policy will result in mobile phones being confiscated by a member of staff. :

(Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

- If they are confiscated, parents will need to call school and arrange to pick up the phone. The phone will not be given back to the pupil.
- Staff do have the power to search pupils' phones as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. At St Mary's however we would seek to involve the police at this stage, so they can search the phone themselves.

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:

- 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.

## 5. Use of mobile phones by parents, volunteers and visitors

Parents, 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, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents 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 must use the school office 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.

## 6. Loss, theft or damage

Pupils bringing phones to school (with prior arrangement) must ensure that phones are appropriately labelled, and are stored securely when not in use.

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, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office or safe in Year 6. The school accepts no responsibility if these phones are stolen.

## 7. 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 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
- In summary

| Group | Expectation |
|---|---|
| EYFS-KS1 | No phones in school |
| KS2 | Phones only if needed for travel |
| Smart watches | No messaging, cameras or internet functions |
| Staff | Personal phones stored away during teaching |
| Parents | No posting identifiable images of other children online |

# 8. Appendix 1 Acceptable use Agreement for pupils

I agree not to bring a personal mobile phone to school unless a teacher has permitted me to do so in writing.

I agree that I will have permission granted from the Head Teacher (or member of Leadership team) for exceptional circumstances when I need by phone in school.

I agree that I will hand my phone into my class teacher first thing in the morning and collect it back at the end of the day

If I do not follow these rules, my phone will be confiscated and my parent will have to collect my phone from school.

**Permission form allowing a pupil to bring their phone to school**

| PUPIL DETAILS | |
|---|---|
| **Pupil name:** | |
| **Year group/class:** | |
| **Parent(s) name(s):** | |

The school has agreed to allow ……to bring [his/her] mobile phone to school because -

- Travels to and from school alone
- Is a young carer

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable use agreement].

The school reserves the right revoke permission if pupils don't abide by the policy. The phone will be confiscated and the parent is responsible for coming into school to pick it up.

Parent signature: _____

Pupil signature (where appropriate): _____

| FOR SCHOOL USE ONLY | |
|---|---|
| **Authorised by:** | |
| **Date:** | |

# 9. 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.

**Use of mobile phones by parents, volunteers and visitors**

Parents, 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, 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.

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- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents 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 must use the school office 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.

Signed

Date