

St Anne's C of E Primary School



Mobile Phone Policy

Head of School	L Martin
Chair of Governors	A Wilkinson
Date of Last Review	September 2026
Next Review	September 2028

Our School Vision

St Anne's CE (Aided) Primary School is a happy vibrant school where diversity and individuality are celebrated. We are passionate in our pursuit of excellence in all aspects of school life. We nurture and inspire children to develop wisdom, confidence and resilience in an environment where efforts are valued and all children flourish.

This policy provides clear guidance on the use of mobile phones in school by both staff, pupils, parents, volunteers and visitors

Introduction

At St Anne's, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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 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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes
- Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

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.

Roles and responsibilities

Pupil Use

- As there is no legitimate use for personal mobile devices on school premises, pupils may not use them for any purpose whilst on the school premises. A possible exception may involve a medical need e.g. diabetes – glucose reader. See below how this would be managed by staff.

- Smart watches may be worn in school but all interactivity must be switched off and they must not be used for anything other than reading the time.
- If pupils have sought permission from the Headteacher to bring in mobile phones to school, they must be switched off, submitted to the adult in the office at the start of the school day and collected from an adult at the end of the school day. If a child is attending Care Club, a member of Care Club staff will collect the phone from the school office
- In the case of any child being involved in an accident or an emergency arising, then the school will contact the parents or guardians concerned.
- Pupils who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.
- Pupils who use their smart watch for anything other than reading the time, e.g. a calculator, or reading/sending a message, will be required to hand over their device to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.
- Whilst at school or on a school visit, pupils may not use mobile phones to take or send multimedia messages and the taking of photographs is strictly forbidden.
- Electronic devices such as DS game machines are not permitted in school.
- Pupils may not bring mobile phones or electronic devices on school trips or outings. Again, in the event of an emergency, the school will contact parents.
- Responsibility for the safe keeping of electronic devices remains with the child. The school or an individual member of staff cannot accept responsibility for loss or damage.
- Pupils bringing mobile phones or smart watches into school must ensure there is no inappropriate content on the device.
- The sending of inappropriate text/ instant messaging messages between any members of the school community and the wider community is not allowed.
- Instances of cyber bullying of pupils or staff will be regarded as extremely serious and dealt with in line with the school's behaviour policy and child protection procedures.
- Parents will be informed of anyone involved in inappropriate usage. Pupils are aware that any misuse of mobile phones or devices should be reported to a member of staff immediately. If a parent needs to contact their child quickly, then they should ring the school office and a message will be delivered promptly or arrangements made for the child to speak with them over the telephone.

Visitors/Governors

- Visitors should not use their personal mobile devices during pupil contact, this includes smart watches. These should be silent / turned off whilst in school.

- Parents/carers are requested not to take photos/videos during school assemblies or other school performances unless permission has been given by all other families involved.
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

Parents/Carers - Use on School Grounds

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, 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 on the school grounds , 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, when working with pupils or while children are present
- Signs are up in school to remind parents not to use their mobile phone use when in 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 that could identify a pupil
- Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed 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.

Staff Use

- Staff are advised to use passwords/pin-codes to ensure their phone and other equipment cannot be used by an unauthorised person.
- Staff must not give their personal telephone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed necessary.

- Photographs and videos of pupils must not be taken with personal mobile devices. In exceptional circumstances, staff should seek permission from SLT as to whether they can use their own device. If a personal device is used to capture an image, then this should be recorded at school and a witness sought to prove that once uploaded to school technology, it has been deleted.
- Staff must not use their mobile phones or smart watches during pupil contact time. Phones should be stored in bags, school office or the staffroom etc. and should not be out on display.
- In exceptional circumstances, e.g. family emergency, staff should seek permission from the Headteacher to use their personal mobile device when in contact with students.
- If a staff family member needs to contact a member of staff in an emergency, they should contact the school office.
- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, e.g. for observations/school events. Staff are responsible for uploading them to the appropriate place e.g. Google Classroom or Teams and then deleting them from the mobile device.
- Staff must not make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive text messages.
- Staff should only communicate electronically with pupils from school accounts on approved school business, e.g. through MS Office or Tapestry (EYFS). In doing so communication must only be of a professional nature (not over friendly).
- Staff should not enter instant messaging communications with pupils using programs such as MSN or WhatsApp.
- Staff bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.
- Staff must not use their mobile phone or smart watch in front of pupils, even during break and lunchtimes. Possible exceptions may arise on school visits / trips where contact with the office is required e.g. during an emergency, when a child is unwell or, to let school staff know the ETA back at school. These types of calls would be made by the group leader.
- If a mobile device is required as an authenticator, for example, when accessing CPOMS or MS Office this should be used accordingly for this purpose only.
- During outdoor visits, staff will be permitted to use their personal device to contact the school office, should an emergency arise. The school office can contact parents directly.
- In the case of a pupil with a medical condition that requires a mobile device to track levels and or medication, a specific mobile phone may be used by staff for that purpose, e.g. glucose or insulin monitor.
- In the case of a pupil with a medical condition or other individual needs that requires the use of technology and / or smart device e.g. to set timers/reminders between

medication or observations, a smart-watch or other suitable device may be used by staff members or the pupil (where appropriate) for this sole purpose.

- During a fire evacuation, staff are encouraged to take their mobile phone when exiting the building, if it is safe to do so. SLT will use mobile phones to communicate with each other during/after an evacuation when at opposite ends of the school grounds.

Responsibility for Mobile Phones and Other Mobile Devices

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology. It is the responsibility of staff, parents, pupils and visitors to make sure that mobile technology is properly insured.

This policy should also be read in conjunction with these policies:

- Safeguarding (incl. CP)
- Acceptable use
- Positive Behaviour and anti-bullying
- Staff Code of Conduct
- E-Safety

Monitoring & Evaluation

Policy and practice in the use of mobile technology is monitored and evaluated on a regular basis in accordance with the school needs and technology developments.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Appendix A – Mobile Phone Permission Letter

Mobile Phones: Pupil Use and Consent

Dear Parent/Carer,

In accordance with our Mobile Technology Policy, if your child is bringing in a mobile phone to school on a regular basis, please sign the form below to give your permission for your child to do this and remind them of our school expectations.

- All phones must be turned off upon entering school premises and kept off during the school day, this includes at Care Club.
- Your child needs to hand their phone to the adult in their class first thing in the morning before registration, and it will be stored safely in the school office for the rest of the school day.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately or in breach of our expectations, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you for your support with this matter.

Mrs L Martin (Head of School)

MOBILE PHONE- PARENTAL CONSENT

Childs name:	Class:
I give permission for my child (named above) to bring their mobile phone into school and will reinforce the school's expectations. I understand that the school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology. I understand that it is my responsibility to make sure that the mobile phone is properly insured in the event of theft, loss, damage etc.	
Signed:	Print name:
Relationship to child named above:	Date:

Appendix A – Visitor Sign in Notice

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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 outside.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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.