

Mobile Phone Policy

Date	Review Date	Coordinator	Nominated Governor
September 2026	September 2028	Laura Oakes	School Governors

1. Introduction and aims

At Longleaze Primary School, 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

2. 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.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 and reviewing it every 2 years, 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.

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 use their personal mobile phone during the school day, while pupils 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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons. For instance (this list is non-exhaustive):

- 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-case 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.

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 Gemini).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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 Behaviour Policy)

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Longleaze Primary School has a school mobile phone, which is taken on school trips and provided to the named trip leader. However, in exceptional circumstances it may be necessary for a staff member to use their personal mobile phone when supervising residential visits or school trips. If in this circumstance, the staff member must advise the headteacher.

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 that could identify a pupil

Refrain from using their phones to contact parents/carers unless absolutely necessary e.g. in the case of an emergency or outside of the school day when contact cannot be made by the school office. Staff should retain/block their own personal number unless the situation is an emergency.

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

Mobile phones and other smart technology with similar functionality e.g. smartwatches are not used, seen or heard by pupils during the school day, including lessons, social times and school-organised activities, unless the headteacher has agreed to a specific educational, medical, SEND or safeguarding exception. This establishes a phone-free school day.

Where a pupil needs a phone for travel safety, it must be switched off and handed to the school office for secure keeping at the start of the day, then collected at the end of the day. The school is not responsible for personal devices brought onto the premises except where liability arises in law.

Unauthorised devices may be confiscated. Parents will be informed and may be required to collect the device. Repeated or serious misuse, including recording, photographing, bullying, harassment, sharing harmful material or accessing inappropriate content, is addressed under behaviour, safeguarding and online safety procedures.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Mobile Phones on School Trips and Educational Visits

Pupils in EYFS, Key Stage 1 and Key Stage 2 are not permitted to bring mobile phones on school trips, educational visits or residential visits.

Communication between pupils and parents/carers during visits will normally take place through school staff and the designated visit leader.

Parents/carers should contact the school office if they need to pass information on to their child during a visit.

Any exception must be agreed in advance by the visit leader and/or Headteacher. Exceptions will only be considered on an individual basis and where there is evidence and professional recommendation e.g. medical need or a safeguarding requirement. Where a pupil is permitted to bring a mobile phone, principles align to this policy and a pupil mobile phone permission form must be completed. The phone must remain switched off and securely stored unless otherwise instructed by a member of staff. Pupils must not take photographs, videos or audio recordings of pupils, staff or members of the public. Any device used in breach of this policy may be confiscated by the visit leader.

Staff and Parent volunteers accompanying visits must:

Follow this policy.

- Not use personal phones while supervising pupils except in an emergency.
- Not photograph or record pupils using personal devices.
- Not contact other parents/carers directly regarding pupils during the visit.

5.2 Sanctions

If a pupil is in breach of this policy the mobile phone or smartwatch will be confiscated, schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

If a pupil's phone or smart device is confiscated, the child's parent or carer will be contacted by the school office the same day and asked to collect the phone or device in person at the end of the school day. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools)

The incident will be reviewed in line with Longleaze Primary School's agreed Behaviour Policy, and a sanction may be applied.

Staff have the power to search pupils' phones in specific circumstances, 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 there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person).

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)

The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate.

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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

6. Use of mobile phones by parents/carers, volunteers and visitors

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, 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. It may be necessary for some visitors to use their phones in school as part of their role. In doing so, they will adhere to the principles outlined within this policy.

This means:

- Not taking pictures or recordings of pupils, 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

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 contact 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.

7. Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely (turned off) and handed into their class teacher, all mobile phones will be stored in the school office in a locked cupboard for the duration of the school day. They are handed in as soon as the pupil enters their classroom and collected at the end of the school day and distributed. Pupils are not permitted to use their devices before or after school on the playgrounds and are required to turn their phones off when entering the school site.

Pupils must secure their mobile 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 or from school. This disclaimer is included within the school's relevant permission and mobile phone forms.

Confiscated phones will be stored in the school office in a locked cabinet.

It is recognised that when schools confiscate phones from pupils the school becomes responsible for the phone and can be held responsible for loss, theft or damage.

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 making sure that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents

Relevant advice from the DfE, the local authority and any other relevant organisations.

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher and Designated Safeguarding Lead or the Deputy Headteacher and Deputy Designated Safeguarding Lead in a timely manner.

9. Appendix 1: Pupil code of conduct

Pupil code of conduct

You must obey the following rules if you bring your mobile phone to school:

You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.

Phones must be switched off (not just put on 'silent').

You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.

You cannot take photos or recordings (either video or audio) of school staff or other pupils.

Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.

Don't share your phone's password(s) or access code(s) with anyone else.

Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:

Email

Text/messaging app

Social media

Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')

Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.

Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.

Don't use your phone to view or share pornography or other harmful content.

You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

Travel to and from school alone

Are a young carer

Need the phone to support their medical needs

Are attending a school trip or residential where use of mobile phones will be allowed

Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Pupil code of conduct.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

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 reception area.

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.