



St. Andrew's C of E (VA)
Primary School

Mobile phone Policy

Reviewed by:	Headteacher	Date: September 2026
Next review due by:	September 2028	

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1. Introduction and aims

At St Andrew's C of E (VA) Primary School, we are committed to ensuring the safety of children in our care. We recognise that mobile phones have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones on site could pose a risk to children and adults.

The enhanced functions of many mobile phones are of most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

When mobile phones are misused, it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of everyone.

It can be difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras or recording devices. The use of all mobile phones is, therefore, limited, regardless of their capabilities.

The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

This policy applies to all staff, pupils, parents, volunteers and visitors.

Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device.

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

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, reviewing it every 3 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

All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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 or if there is

likelihood of any contact with pupils. Use of personal mobile phones must be restricted to non-contact time, and to the staff admin / staffroom area of the school where pupils are not present.

Occasionally, there are circumstances in which a member of staff needs 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

In this instance, school staff can either use the school office number; 01752 201660 as a point of emergency contact or leave their phone accessible for administrative staff to answer and be briefly released from class if there is a call.

4.2 Data protection

If using a personal mobile phone for school purposes e.g. accessing emails and approved school systems, staff must take responsibility for ensuring that their device has robust access protection e.g. multi-factor authentication is enabled and the device is protected by a PIN, password or biometric security. Any loss, theft or suspected compromise of the device must be reported immediately.

You can find more detailed guidance on data protection on our Data Protection Policy or Acceptable Use policy.

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. *The exception to this is when staff members are also parents of children at the school, however, all contact with parents needs to remain professional and any written phone messages should be brief and neutral.*

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils. Staff should ensure their privacy settings are strong.

Staff must **never** use their personal mobile phones to take photographs or recordings of pupils, 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:

- Occasional use of multi-factor authentication
- 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. Any phone used for this purpose should then be switched off and stored securely, out of sight of children.
- 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 wherever possible. If necessary, contact should be made via the school office.
- Where it is essential for a member of staff to use their own mobile phone in an emergency, then if they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.

For further details, see our Educational Visits Policy and Emergency Plan

4.5 Work phones

The caretaker has been provided with a mobile phone by the school for work purposes. This is not a Smartphone and is used for the purpose of making calls and liaising with the office when on site. The caretaker is permitted to use this phone during the school day.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls or sending/receiving messages.
- Make sure that all communication and 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

- **We encourage all children to leave their mobile phones at home and not bring them to school unless absolutely necessary.**
- Children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone into school but must deposit it with the school office or their class teacher at the start of the day and collect it from the office at the end of the day. Children are reminded to keep their phones switched off until they leave the school grounds.
- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable people.
- Parents and carers should also be alert to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.
- Mobile phones are collected by teachers each morning, then taken to the office in baskets and stored safely in a locked cupboard. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are

properly insured. It is recommended that pupils' phones are security marked and password protected.

- Children are not allowed to bring mobile phones into any other areas of the school or leave them in their bags in the cloakroom. Children going to after school childcare should hand their phones to staff to be stored safely in a locked cabinet until they are collected.
- Children are not allowed to carry mobile phones on any school trips

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 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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 smartwatches have wellness and health-related features.

Smartwatches are not to be worn or brought into St Andrew's Primary School.

5.2 Sanctions

Any mobile phones that are found to have been brought into the school and not handed in to the office will be confiscated immediately and stored securely in the office. Parents or carers will be contacted and asked to collect the mobile phone from the school office and meet with a member of the senior leadership team.

If a member of staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation and the parent or carer asked to collect it from them. In specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#), staff have the power to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains inappropriate images, or if it is being / has been used to commit an offence or cause harm to another person).

In all cases, 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

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

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.

- We ask all parents **not** to use mobile phones in the school from 08.35a.m until 3.20pm. This includes calls, texting, watching online clips and photographing.
- Notices are displayed around the school site advising visitors, parents and carers that mobile phones are **not to be used**.
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
- They should take no pictures or recordings taken of pupils anywhere in the school building or grounds unless given express permission by the school or a parent (e.g. if it's a public event, such as the Christmas Fair)
- If a parent or carer has been given permission to take a photograph or recording, it is for personal use only. We are obliged to warn parents and carers of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media can be dangerous, and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.
- 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.
- 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.

7. 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 in a timely manner.

Appendix 1:

Template mobile phone information slips for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school.

Use of mobile phones and similar devices in our school

- Our school is a mobile phone-free environment.
- Please keep your mobile phone switched to 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 reception area or outside the school premises.
- Do not take photos or recordings of pupils or staff unless given explicit permission
- Do not use your phone in workshops, 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.

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Appendix 3

Use of mobile phones - guidance for volunteers on school trips

Thank you for volunteering to help on our trip. During the trip we ask that you follow the guidelines below in accordance with the school's mobile phone policy:

- Personal phones should only be used to contact staff members or volunteers on the trip, the campus or emergency services. If possible, these calls should be made away from pupils.
- Personal phones must not be used for any purpose other than school business for the duration of a day trip. On residential trips this will apply while the member of staff or volunteer is on duty. This means that personal calls or texts must not be made or accepted. Staff and volunteers should ensure that next of kin are provided with the campus number so that in an emergency the school is contacted and will make contact with the relevant person through the party leader.
- If it becomes necessary for a member of staff or volunteer to make a personal call, then the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- Personal mobile phones must not be used under any circumstance to take photographs or videos of pupils. Volunteers are asked to set an example for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. cameras or iPads, without the express permission of the party leader. Volunteers may be asked to take photographs of their group using a school device – this must be passed back to the party leader at the end of the trip.
- The party leader may ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The party leader undertakes to ensure that these numbers are not held on any mobile device or in any written form after the end of the trip.
- It is advised that if the party leader is using their own mobile phone, then if they need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – volunteers are advised to check this with their provider) before the number so that their own number remains protected.
- If you have any questions regarding these guidelines, please speak to the party leader.
- Thank you for your support and co-operation to ensure the safety of all the pupils.