

# Mobile Phone Policy

## Millhouse Primary School



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| Approved by:        | R.Sullivan | Date: April 2026 |
| Last reviewed on:   | April 2026 |                  |
| Next review due by: | April 2027 |                  |

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## 1. Introduction and aims

At Millhouse Primary School we recognise that mobile phones and similar devices, including smartphones and smartwatches, 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 safe and responsible phone use
- Set 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 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](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 annually, 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.

## **3.2 Governors**

The full governing body will monitor this policy's implementation and impact and will approve the policy on an annual basis.

# **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 mobile phone, while children are present for personal use. Use of personal mobile phones is 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-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 Bard).

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

## **4.3 Safeguarding**

Staff must not 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 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 for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations

- Emergency contact e.g in event of power failure
- Supervising off-site trips
- Supervising residential visit

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 or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. If staff need to make direct contact e.g out of hours during a residential visit/ telephone consultation events, they will withhold their personal number.

## 4.5 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

Pupils, in line with DfE non-statutory guidance, should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Year 6 pupils are allowed to walk to and from school independently and at MPS we recognise that some parents wish their child to carry a mobile phone for safety reasons (e.g parents tracking pupils' journeys; pupils being able to contact parents when walking to and from school in an emergency). Due to this, Year 6 pupils only are allowed to bring their mobile phone to school but must hand it in to the class teacher on entry to the classroom. This will be stored and returned to the pupil at the end of the school day. Please note, the school does not assume any responsibility/ liability for pupils' mobile phones in school.

### 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.

Due to the smart technology within such devices, smartwatches are not permitted to be worn by pupils.

### 5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances e.g pupils with diabetes who use their phones to monitor their blood sugar . This will be considered on a case-by-case basis. To request such permission, parents/carers should contact the headteacher via email (details are available from the school office).

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

### 5.3 Sanctions

If a pupil is found in breach of this policy:

Their mobile phone will be confiscated by the headteacher until the end of the school day. The pupil's parent/carer will be contacted and asked to collect the phone. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

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 staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone is being/has been used to commit an offence or cause harm to another person).

[https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching\\_Screening\\_and\\_Confiscation\\_guidance\\_July\\_2022.pdf](https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching_Screening_and_Confiscation_guidance_July_2022.pdf)

Any 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, 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 Part 1 of [Keeping Children Safe in Education](#)

## 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 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, 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 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, as set out in section 5 above, but must refer any 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 must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. It is expected that Y6 pupils turn their phones off prior to handing

them to the class teacher. 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.

Confiscated phones will be stored in the school office until collected by a parent/ carer. If a phone is confiscated, then school does become responsible for the phone and can be held responsible for loss, theft or damage.

Lost phones should be handed in 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 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 Department for Education, 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.

## 9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

### Acceptable use agreement

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

1. You must hand your phone in to your teacher as soon as you arrive at school.
2. You may not use your mobile phone at all on school premises unless the teacher specifically allows you to.
3. Phones must be switched off (not just put on 'silent') before handing in. They must not be switched back on until you have left school premises.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully or be unkind to anyone. This includes bullying or being unkind via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be against the law.
9. Rules on bullying apply to how you use your mobile phone even when you aren't in school.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply do so is against the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not allowed in any test environment. Bringing a phone into the test room can result in your test being declared invalid.

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

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

The school has agreed to allow \_\_\_\_\_ 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 acceptable use agreement.

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

Parent/carers signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

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

## 11. Appendix 3: Mobile phone information slip for visitors

### Use of mobile phones and similar devices 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, please step outside the classroom to a place where children are not present e.g staffroom
- 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.

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