St Leonard's CE Primary School
Mobile Phone Policy

Approved by:	**Full Governing Board**
Date:	**October 2026**
Next review due by:	**October 2029**

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1. Introduction and aims

At St Leonard's CE 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

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

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 is Keeping Children Safe in Education.

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 Head Teacher is responsible for monitoring the policy and reviewing it every three 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.

3.2 Governors

The Full Governing Body is responsible for reviewing this policy every three years to ensure it remains current and effective. Governors will monitor compliance with this policy through their scheduled monitoring visits to the school, ensuring that all stakeholders, including staff, pupils, parents, and visitors, uphold the principles and procedures outlined within it.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. 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 children are present on site. 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-basis whether to allow for special arrangements.
If special arrangements are not deemed necessary, school staff can use the school office number, 01295 262507, 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).
Refer to our Data Protection Policy for further information on collecting and storing personal data.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Exceptions or this will be for staff who have parents/carers as friends. In these cases, they will inform the Head Teacher of this.

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, their work, locations of school trips 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.

Staff with Designated Safeguarding Lead (DSL) responsibilities require access to CPOMS via the authenticator on their mobile phones to fulfil their safeguarding duties effectively. To maintain appropriate boundaries and comply with the school's mobile phone policy, DSLs must restrict their use of mobile phones for CPOMS access to areas where pupils are not present. This includes:

- School offices
- Staff rooms
- Other designated staff-only areas

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
- Running Fire Drills and Lockdown practices

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. If necessary, contact must be made via the school office or school phone

4.5 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 school 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

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

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.
Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

- Only pupils in the summer term of Year 6 are permitted to bring mobile phones (feature phones only) to school. No other pupils may bring mobile phones onto the school premises. No pupil is permitted to bring in a Smartphone to school at any time (with the exception of medical grounds – see section 5.1).
- Pupils must turn off their mobile phones upon entering the school grounds.
- Use of mobile phones on the playground is strictly prohibited.
- Mobile phones must be handed to staff at the cloakroom doors each morning and will be returned to pupils at the end of the school day.
- Any pupil found not adhering to this policy will have their phone confiscated immediately.
- Parents/carers will be required to collect the confiscated phone from the school office.
- Following a breach of this policy, the pupil will be prohibited from bringing their mobile phone to school for the remainder of the academic year.

5.1 Medical exceptions

In exceptional circumstances, pupils may be permitted to bring a mobile phone or smart device to school to support specific medical needs. For example, pupils with diabetes who use continuous glucose monitoring (CGM) systems that connect to a smart device will require access to their phone throughout the school day to monitor their blood sugar levels. In such cases, parents/carers must inform the school in writing, providing details of the medical need and how the device will be used. An individual risk assessment and healthcare plan will be completed in collaboration with parents/carers and, where appropriate, healthcare professionals.

Parents/carers are responsible for ensuring the device has appropriate restrictions and parental controls in place to limit its use to medical monitoring purposes only. The pupil will be permitted to keep their device with them during the school day, but any misuse for non-medical purposes will result in the privilege being reviewed.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure 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.

5.2 Sanctions for misuse of phones/not following policy:

First offence: Phone confiscated and returned at end of day
Second offence: Phone confiscated, parent/carer must collect
Third offence: Phone confiscated, parent/carer meeting required, possible further sanctions
Persistent breaches: Pupil prohibited from bringing their phone into school
Bringing a Smartphone to school: Phone confiscated, parent/carer must collect

5.3 Use of smartwatches by pupils

The DfE's mobile phones 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 smartwatches have wellness and health-related features.

Smartwatches are not permitted at St Leonard's CofE Primary School. Modern smartwatches have similar functionality to mobile phones, including the ability to send messages, make calls, access the internet, and take photographs. Allowing smartwatches would undermine our mobile phone policy and create the same safeguarding risks and distractions that we seek to prevent by prohibiting mobile phones.

Consequences for bringing a smartwatch to school:

- Any smartwatch brought into school will be confiscated immediately by staff
- Parents/carers will be required to collect the confiscated smartwatch from the school office
- The smartwatch will not be returned directly to the pupil
- Repeated breaches of this policy may result in the pupil being prohibited from wearing any watch to school for a specified period.

Pupils requiring a watch to tell the time may wear a traditional analogue or digital watch without connectivity features.

5.4 Use of smartwatches by Staff, parents/carers and visitors

Staff, parents/carers and visitors may wear smartwatches on the school site, but they must only be used to tell the time during the school day. Smartwatches must not be used as mobile phones or communication devices whilst working with pupils or near pupils. This means smartwatches must not be used to:

- Take photos or videos
- Send or read text messages or emails
- Make or receive calls
- Access social media or the internet
- Use apps or other functions

If staff need to use their smartwatch for any purpose other than telling the time, they must do so during their break times and away from pupils. Parents/carers and visitors must ask the school office where they can use their Smartphone if they need to do this whilst on the school site for any purpose other than telling the time.

Any use of smartwatches that involves taking photos, videos or recordings of pupils is strictly prohibited and will be treated as a safeguarding matter in line with our code of conducts and child protection policy.

In line with the DFE's guidance on searching, screening and confiscation, https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching__Screening_and_Confiscation_guidance_July_2022.pdf) staff can search a pupil's phone if they have good reason to think it contains something harmful or illegal.

- Before searching, staff will explain why and give the pupil a chance to cooperate

- Searches are done privately by staff of the same gender as the pupil, with another staff member present
- If we find something concerning, we will treat it as a safeguarding matter and provide support
- If we find something illegal (like indecent images of children), we must report it to the police
- Parents/carers will be informed if their child's phone is searched
- All searches are recorded

Our priority is always to keep all pupils safe.

Any breaches of this mobile phone policy will result in sanctions being applied in line with our behaviour policy, which may include confiscation of the device and further disciplinary action.

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 if 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:

- Sharing inappropriate pictures or videos
- Threatening or hurting others
- Being unkind because of who someone is

What will happen
If any pupil does any of these things, we will:

- Contact the police or other organisations that help keep children safe
- Tell parents/carers immediately
- Make sure everyone involved gets the help and support they need
- Follow our behaviour policy, which may include serious consequences

Remember: these behaviours are against the law and can have serious consequences.

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

Parents 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.
This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), and then only 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.

- The use of mobile phones by parents, carers and other visitors is prohibited on the school site, including at drop-off and pick-up times unless it is an emergency (see suggested emergency use

reasons in section 4.1. This helps us keep all children safe and ensures adults can supervise children properly.

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 bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely by class teachers when not in use during the school day. A label on the back of the phone or inside the phone cover will suffice.

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 and from school.

- Disclaimer signs will be place in the school office and UKS2 block
- This policy will be on our school website and parents will be notified of this policy and disclaimer through our newsletter and other communication

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

Lost phones should be returned to the school office who 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 Head Teacher in a timely manner.

Along with the Head Teacher, the governing board will review and approve this mobile phone policy, and will monitor its implementation to ensure it is effective and complies with DfE guidance.

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

Pupil acceptable use agreement

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

1. Mobile phones are not to be used when on the school site and should be handed into a member of staff when entering the school building.
2. 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.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else except for your parents and carers.
8. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of this policy and the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
9. Don't use your phone to send or receive anything that may be a criminal offence.
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
11. 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.
12. Don't use your phone to view or share harmful content.
13. 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.
14. Mobile phones are not permitted in any internal or external exam or test environment.

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's name) to bring their mobile feature phone (not a Smartphone) to school because they:

- Travel to and from school alone
- Need the phone to support their medical needs

Delete above as appropriate

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/carer signature: _____

Pupil signature: _____

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 in an emergency, you may go to an area specified by school staff
- Do not take photos or recordings of pupils
- 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.