



Mobile Phones in School

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Signed by	 Mrs E Hodge (Headteacher) – 3.8.2026

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1. Introduction and aims

At Devonshire Road Primary School, our policy aims to:

- Create and maintain a mobile phone-free learning environment across the school day
- Manage risk to ensure the safe, responsible and lawful use of mobile phones where needed
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors, volunteers and governors
- Support the school's other policies, especially those related to child protection, behaviour and online safety.

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

This policy applies to all students, staff, volunteers, visitors and governors.

This policy supports the school's statutory duties under the Equality Act 2010 to make reasonable adjustments for pupils with protected characteristics, and complements the Behaviour Policy, Child Protection and Safeguarding Policy, Data Protection (GDPR) procedures and Online Safety Policy. It aims to ensure equitable access to education, promote pupil wellbeing and maintain safety for all pupils, including those with SEND and EAL needs.

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

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](#), and is in-line with [Keeping Children Safe in Education](#).

3. Roles and responsibilities

Headteacher and Senior Leadership Team (SLT)

- Decide the school's precise arrangements for implementation within this policy framework, taking account of school context.
- Ensure that all stakeholders are informed in advance of changes to the policy.
- Oversee reasonable adjustment arrangements and co-produce arrangements with parents/pupils where required.
- Monitor policy compliance and review at least annually.

Governors

- Approve the policy and ensure it aligns with statutory duties (safeguarding, equality and behaviour).
- Support leaders to publish the policy and ensure consistent implementation and impact through monitoring.
- Ensure reasonable adjustments are co-produced and resourced for pupils with SEND or other vulnerabilities, and that the policy does not disadvantage pupils (including those who are EAL or disadvantaged).

Designated Safeguarding Lead (DSL)

- Provide guidance to staff on safeguarding-related incidents involving personal devices.
- Ensure incidents involving images, sexting, or online harm are handled per safeguarding procedures and external reporting where necessary.

Staff (teaching and support)

- Enforce the policy consistently in classrooms, corridors and on school activities, and challenge any breach of mobile phone restrictions immediately and consistently
- Model professional behaviour regarding personal device use, in-line with the Acceptable User Policy within the Online Safety Policy.
- Report and record any safeguarding concerns related to mobile phones/devices through normal channels.

Parents and carers

- Support the school policy and encourage their children to follow it.
- Co-operate with requests for reasonable adjustments for their child (medical, SEND, travel) and co-produce arrangements with the headteacher/SLT.

Pupils

- Must follow the school's rules on mobile phones/devices as set out in this policy and in classroom rules and the behaviour policy.
- Should tell a trusted adult if they are harmed or worried about content or interactions involving devices.

Visitors, contractors and volunteers

- Must comply with the school's policy while on site. Any professional needing to use a device must do so in-line with the Acceptable User Policy within the Online Safety Policy.

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 children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and/or to areas of the school where pupils are not present (such as the staffroom).

There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, in order to use multi-factor authentication; this should be done following the same protocols as set out above, and, in-line with our Acceptable User Policies as part of the Online Safety Policy.

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 (01204 333614) 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; more information regarding the use of AI is set out within our Artificial Intelligence 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 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

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, by taking reasonable steps to protect their own contact details.

Staff must not use personal mobile phones to store, photograph, record or process personal data about pupils or families except where a school device is unavailable and a safeguarding emergency requires it; in those rare incidents staff must notify the Data Protection Officer and record the reason. Staff must not input personal data into third-party generative AI tools.

5. Use of mobile phones by pupils

Permission to bring a mobile phone is an exceptional arrangement and will be granted only after a request is done via writing, and, the completion of the pupil Code of Conduct (Appendix 1). Cases of 'exceptional arrangements can be (but are not limited to):

- Being a young carer
- Additional medical needs which require reasonable adjustments (stated within appropriate documentation)
- Walking to and from school independently (Year 5 and Year 6 only).

Permissions will be reviewed by SLT on a regular basis. Permission may be revoked earlier if the agreement is breached.

Exceptional permissions can be considered for pupils in Years 3–6 where safeguarding/ medical reasons apply; requests from younger pupils will be considered only in exceptional circumstances and require explicit leadership approval.

Upon entering the school site, phones must be switched off.

Phones must be handed in once the child enters the school building each day and then stored in the school office until the end of the day.

Once collected, phones must not be switched on until the child has left the school site.

Pupils must adhere to the school's code of conduct/acceptable use for mobile phone use (Appendix 1).

5.1 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 that have call/text/social media functions must follow the same rules as mobile phones and must be handed in to the school office on arrival. Simple wearable devices which function only as timekeepers and step counters are permitted only if they do not transmit/receive messages or recordings; the school reserves the right to request removal where features compromise safety or learning.

Smartwatch devices will be subject to the same guidance as set out for mobile phones for pupils in the section above.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity, or, where a child is walking home by themselves. To request such permission, pupils or parents/carers should contact the head teacher via the school office.

Any pupils who are given permission must then adhere to the school's code of conduct/ acceptable user agreement for mobile phone use (see appendix 1), and this will be confirmed using the permission slip (see appendix 2).

5.3 Sanctions

Breaches will be logged on the school's behaviour/safeguarding system and communicated to parents/carers.

- Initial breach: verbal warning and reminded of policy.
- Second breach: phone confiscated for remainder of day and parental contact.
- Repeated or serious breaches (e.g. taking images, sharing inappropriate content): DSL review and disciplinary action in line with Behaviour and Safeguarding policies and possible involvement of external agencies

All sanctions will take account of SEND/EAL needs and be recorded for monitoring and equality impact.

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.

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), 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 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/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.

Users should also do so in-line with the Acceptable User Policies set out in the Online Safety Policy.

7. Safeguarding, recording and responding to incidents

Any incident involving images, sexting, grooming or other safeguarding concerns must be reported to the DSL immediately and recorded per the safeguarding policy.

The school will not view or search a pupil's device unless there is clear safeguarding justification; if a device needs to be examined this will follow safeguarding and data protection protocols and involve parents and DSL.

Law enforcement will be involved where criminal activity is suspected.

8. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that their phones are ready to be stored away securely in the school office when not in use during the school day.

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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

9. 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 organization

SLT will review the policy annually and provide quantitative and qualitative evidence to governors. Results will inform amendments and staff training needs.

10. Appendix 1: Code of Conduct/ acceptable use for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil Code of Conduct/ Acceptable use agreement

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

1. Phones must be switched off (not just put on 'silent') once entering school grounds.
2. Phones must be handed in to a member of staff upon arrival. This will be stored in the school office for the entirety of the school day and no access to devices will be given.
3. Phones should not be turned on again until you have left the school site.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's Anti-Bullying 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

Signed: _____

Date: _____

11. 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 _____ to bring their mobile phone to school because they:

- Are a young carer
- Need the phone to support their medical needs
- Need the phone due to travel arrangements

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/ 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 (where appropriate): _____

12. 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 staffroom, or, off-site.
- 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.

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