Gatley Primary School

Mobile Phone Policy

At Gatley Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff alike.

Our policy aims to:

• Promote and set an example for safe and responsible phone use.

• Set clear guidelines for the use of mobile phones for pupils, parents and staff.

• 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 but not limited to:

• Risk to child protection.

• Data protection issues.

• Potential for lesson disruption.

• Risk of theft, loss of damage.

• Inappropriate use of technology in the classroom.

• Bullying and cyberbullying.

This policy should be read in conjunction with the schools safeguarding policy, behaviour policy, uniform policy and online safety policy.

It has been written with consideration of the DFE statutory guidance around mobile phone use in schools (*Mobile phones in schools*, published June 2026 and applicable from 1 September 2026)

September 2026

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
01.09.2026	1.0	Creation of Policy	J Marchi

Signed J Marchi

Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for 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. Ensuring the online safety of our school community is of paramount importance. As such, this policy will be reviewed annually and updated when necessary. Safeguarding leads, overseen by the head teacher are responsible for monitoring, reviewing and updating the policy

The school's 'no mobile phone approach' is outlined within the uniform policy and safeguarding policy. This messaging is shared at least annually with parents through our transition meetings, which take place at the start of each academic year. This messaging is reinforced throughout the school year and pupils are explicitly taught about the school's stance on mobile phones and how the use of mobile phones would be sanctioned in line with the school's behaviour policy and approach.

In line with the school's PSHE and RSHE curriculums and the school's approach to the teaching of online safety, 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 being taken by school 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 also be taught the benefits of having a mobile phone-free environment and be encouraged to see such an environment as desirable and valuable. This will help to create intrinsic motivation to support the school culture.

In line with DFE guidance, Gatley Primary reserves the right to confiscate mobile phones or similar devices as a disciplinary penalty where their policy is clearly breached, for instance where a mobile phone is used by a pupil. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully. Staff should consider whether confiscation is proportionate and take account of any relevant individual circumstances, including the pupil's age, SEND, medical needs and any other special circumstances

Use of Mobile Phones by Staff, Visitors and Volunteers

All staff (including visitors and volunteers, contractors and anyone else involved with or employed by the school) are not permitted to make/receive calls or send texts while pupils are present.

The use of personal mobile phones must be restricted to non-contact time and to areas of the school where children are not present (such as staff rooms or offices). There may be circumstances in which it is appropriate for a member of staff to have their phone during contact hours.

This includes, but is not limited to instances of:

• Expected contact by their child, or their child's school.

• Expected emergency contact for acutely ill dependants or family members.

- Where the member of staff's phone is used as a medical device

Requests to have personal phones during contact hours for the above or similar reasons must be agreed in advance by the headteacher at their discretion. In these instances, mobile phones must not be used whilst pupils are present. Support will be put in place to ensure pupils are supervised to allow the member of staff to leave the classroom to take a phone call.

Where a member of staff requires access to a personal mobile phone because it is being used as a medical device or because of another relevant disability or health need, appropriate arrangements will be made in accordance with the school's legal duties and relevant occupational health advice. A risk assessment will be undertaken where appropriate.

Safeguarding

Staff must refrain from giving their personal contact details to parents or children, including connecting with them through social media and messaging apps.

Staff must avoid publishing their contact details on any social media platform or website to avoid unwanted contact by parents or children.

Staff must not contact children on the child's personal devices and must only ever attempt contact through their parent/guardian and only when necessary.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything that could be used to identify a pupil. If it is necessary to take a photo or a recording as part of a school activity, this must be done using school equipment. Please see the school's acceptable use agreement and safeguarding policy for more information.

Circumstances may arise in which it is appropriate for staff to use their personal mobile phones for work.

These circumstances may include, but are not limited to:

• Emergency evacuations

• Supervising off-site trips

• Supervising residential visits

In these circumstances staff should:

-In the first instance, utlise one of the school's mobile phones. One school mobile phone must be taken by the visit lead on all trips and visits including residential visits.

-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 that could be used to identify a pupil.

-Refrain from using their phones to contact parents. If contact is necessary, it must be made via the school office or using a school mobile phone.

School Phones

The school has purchased phones for use by school staff. These must be used where a phone is required, for example on a school trip or visit or to take photographs of children. These phones remain property of the school and must not be taken home by any member of staff.

When using a work phone staff must:

• Only use 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.

Use of Mobile Phones by Pupils

In line with the school's uniform, behaviour and safeguarding policies Gatley Primary School does not permit pupils to bring mobile phones on to the school site. If a pupil is found to have brought a mobile phone onto the school site, this will be addressed in accordance with the school's behaviour policy. Any sanction will be proportionate and will take account of the individual circumstances of the pupil, including their age, SEND, medical needs and any other relevant circumstances

When implementing this approach, the school will consider the individual circumstances of pupils, including any safeguarding, medical, disability or other relevant needs, and the potential impact of the policy on pupils travelling to and from school. The use of AirTags or similar location-tracking

devices attached to personal belongings is not prohibited, provided that they are not used as a means of circumventing this policy or to enable access to a mobile phone during the school day

In line with the Children and Families Act 2014, Gatley Primary School has arrangements in place to support pupils with medical conditions. In some circumstances, supporting a pupil with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, it would not be reasonable for school to prevent this.

The arrangements, including any necessary restrictions on when, where and how the device is used, will be agreed with the pupil, parents/carers and relevant health professionals where appropriate. A risk assessment will be undertaken where appropriate.

There may be other exceptional circumstances where Gatley Primary School needs to make adaptations to this policy for an individual pupil. These will be considered on a case-by-case basis, having regard to the school's legal duties, including its duty to make reasonable adjustments under the Equality Act 2010. Where an adaptation is required to avoid substantial disadvantage to a disabled pupil, the school will make the reasonable adjustment required by law. Any agreed arrangements will set out the specific purpose, times and locations in which the mobile phone may be accessed, and will be reviewed as appropriate.

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones. Parents are encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Use of Mobile Phones by Parents

Parents, 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 entails:

• Not using phones in the presence of pupils or during contact hours, unless this has been agreed by a senior member of staff, for example to permit parents to take photographs at events such as sports day or at productions.

• Not taking pictures or recordings of pupils on school grounds, unless it is of their own child.

• Not posting any images or recordings to social media without consent.

Parents, volunteers and visitors will be informed of the rules pertaining to mobile phone usage when they sign in at reception or attend an event at school.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy regarding a pupil's use of their mobile phone.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on the education, behaviour and welfare of all pupils.

This policy will be reviewed When reviewing the policy, the school will take into account:

- Feedback from parents and pupils.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority or other relevant organisations.