

Greenbank Primary



Mobile Phone Policy

Approved by:	Greenbank Governing Body	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2028	

1. Introduction and aims

At Greenbank Primary School we recognise that mobile phones and similar devices, including smartphones and smart watches 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. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

3. Roles and responsibilities

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 every 2 years, 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.

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, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present for example 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-case basis whether to allow for special arrangements. Staff will inform a member of the Leadership Team if they are requesting to keep their phone on their person. If agreed the phone will be on silent and notification of a phone call will be through the vibrating option. At this point the staff member will move to an area in school where no children are present to take their phone call. Before moving to an area they will check that the correct ratio of staff is in place in the space they are leaving.

If special arrangements are not deemed necessary, school staff can use the School Office number 01706 647923 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. generative artificial intelligence (AI) tools such as ChatGPT, Gemini and similar AI systems).

For more information on Data Protection please see the school's GDPR Policy and AI 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, their work, or anything else which 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 aren't limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing CPOMS
- Accessing Arbor
- Loss of school phones due to internet outage

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 which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the School Office

4.5 Work phones

Every class is provided with an IPAD by the school for taking photographs (to use around school) and accessing APPs.

School phones are available from the School Office for when out on visits. 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 phone functions for work purposes

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones by pupils

5.1 Use of mobile phones by pupils

Pupils should not bring mobile phones into school unless a Year 6 pupil is walking to and from school without an adult. Parents may wish their child to have a phone for safety purposes on their journey to and from school. Year 6 pupils who have phones for this reason will hand in their phone to the School Office on arrival and collect their phone at the end of the school day.

Any child accidentally bringing their mobile phone into school should hand this into the office where it will be locked away until the end of the day.

5.2 Use of Smartwatches and Wearable Devices by pupils

Smart watches and wearable devices are wrist watches 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.

Pupils should not bring smartwatches or wearable devices into school.

Any pupil who accidentally brings a smartwatch or other wearable device into school must hand it to the School Office on arrival, where it will be stored securely until the end of the school day.

Where there is uncertainty about whether a device falls within this definition, the Headteacher's decision will be final.

This prohibition is in place to support safeguarding, protect privacy, minimise disruption to learning and ensure a safe school environment for all pupils.

6. Use of mobile phones by volunteers and visitors

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 having their phone out on school premises (This includes in the playgrounds). This is to ensure safeguarding of all children is in place.
- Not taking photographs or recordings of pupils, unless it's at a public event (such as a school fair or Year Group Production). In these cases photographs/recording should only be taken of their own child or any other child where you have parental permission.
- Any photographs or recordings are for personal use only, and not for posting on social media.
- Not using phones in lessons, Thinking Thursdays, or when invited in to work with pupils

If a visitor or volunteer is observed using their mobile phone in the school building or on school grounds they will be kindly asked to turn it off and remove it from children's view.

7. Use of mobile phones by parents/carers and other visitors

Parents/Carers and other visitors must adhere to this policy if they are on the school site in order to ensure the safeguarding of all children is in place.

This means:

- Parents/Carers and other visitors (including ex-pupils) should not have their phone out on school premises (This includes in the playgrounds).
- Not taking photographs or recordings of pupils, unless it's at a public event where school has allowed permission following safeguarding checks (such as a school fair or Year Group Production). In these cases photographs/recordings should only be taken of their own child. If seeking a photograph or recording of another child eg: own child's friend, parental permission must be sought.
- Any photographs or recordings are for personal use only, and not for posting on social media.
- Not using phones in lessons eg: Thinking Thursdays, or when invited in to work with pupils.

Parents who receive a phone call whilst in the school playground or school building will be kindly asked to find a suitable space out of view of children.

If a parent/carers or other visitor is observed using their mobile phone in the school building or on school grounds they will be kindly asked to turn it off and remove it from children's view.

Parents/carers and other visitors will be informed of the rules for mobile phone use when they sign in at School Office 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.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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

9. Linked Policies and Guidance

- Child Protection and Safeguarding Policy
- GDPR Policy
- Acceptable Use Policy
- Visitors Policy
- Keeping Children Safe in Education
- AI Policy