



Ireby Church of England Primary School

Vision – ‘Created to do good’ – Ephesians 2:10

Mobile Phone Policy

Approved by: ¹

Michael John
Head Teacher:

Date: 03/09/2026

Philippa Irving
Chair of Governors:

Date: 03/09/2026

Next review date: ² September 2029

¹ This policy requires approval from the Full Governing Body.

² This document must be reviewed annually, or sooner if legislation/statutory guidance changes.
It is a requirement for this policy to be published on the school website.

KEY ROLES

The following key roles were held as at the date of publication:

Head teacher	Michael John
Safeguarding Link Governor:	Philippa Irving

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
1	Original	Sept 26

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1. Introduction and aims

At Ireby Church of England school we recognise that mobile phones and similar devices, including smartphones, 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 [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 head teacher is responsible for monitoring the policy every three 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

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.

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 during contact time. 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 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).

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.

Sometimes mobile phones may be used by staff for two-factor authentication (e.g. CPOMS). Staff members who are DSLs or Deputy DSLs may use their mobile devices to contact one another during the school day to ensure that safeguarding issues are followed up. Acceptable Use Agreements are included in our Online Safety Policy. Staff who use the internet in school must abide by the Acceptable Use Agreement which is included in our [Online Safety Policy](#).

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
- Supervising off-site trips
- Supervising residential visits (to safeguard staff members, a VOIP system is used to contact parents via a third-party app linked to our telephone contract)

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with the Teacher Standards

- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil

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

The DfE's mobile phone guidance says that pupils should not use mobile phones throughout the school day. Ireby Church of England is a mobile free school for pupils.

Pupils should **not** use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Mobile phones are banned for all pupils
- In exceptional circumstances, a child may bring their mobile phone to school but this must be handed in at the school office at the start of the school day. This will then be handed back to the pupil.

Exceptional Circumstances may include:

1.1 1. Medical Conditions

The most common exception is for pupils who require a mobile phone to monitor a specific health condition.

- **Example:** A child with Type 1 diabetes who uses a continuous glucose monitor (CGM) that sends data directly to an app on their phone.
- **Requirement:** The school should make arrangements to allow the pupil to access the device as needed for their health, while ensuring it is not used for other purposes.

1.2 2. Special Educational Needs and Disabilities (SEND)

Under the **Equality Act 2010**, schools have a legal duty to make "reasonable adjustments" for disabled pupils.

- **Circumstance:** If a pupil has a specific educational or communication need where a mobile phone or similar smart device is an essential assistive tool.
- **Decision:** This is usually handled on a case-by-case basis through the pupil's Education, Health and Care (EHC) plan or school support plan.

1.3 3. Young Carers

The guidance recognises the unique responsibilities of young carers who may need to remain contactable.

- **Circumstance:** If a pupil has significant caregiving responsibilities at home and needs to be reachable by a family member or health professional in an emergency.
- **Implementation:** The school may allow these pupils to have their phones under specific conditions (e.g., kept in the school office).

1.4 4. Safeguarding and "Contextual Safeguarding"

In rare cases, a child may be permitted access to a phone if there is a recorded safeguarding risk.

- **Example:** A pupil who is at high risk of harm during their journey to or from school, or who needs to be able to contact a specific support worker.
- The phone must be handed into the school office at the start of the school day.

5.1 Use of smartwatches by pupils

- Smart watches which include cameras or access to mobile networks must not be worn by pupils at Ireby School.

5.3 Sanctions

Any mobile phones which children bring into school will be confiscated (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006).

Parents will be asked to collect the mobile phone from the school office.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#).

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, 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

Staff, volunteers and visitors must only use phones in staff-only areas of the school such as our school office or staffroom.

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 production or 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 (on our electronic sign-in screen) 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

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.

There is a sign to remind all visitors to the school on the front entrance and on the school gate

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

Lost phones should be returned 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 head teacher.

9. Appendix 1

Mobile Phone - Acceptable Use Agreement

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. Don't use your phone to view or share pornography or other harmful content.
11. 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.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

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 name] 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/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors/ Parents

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, you may go to the staff room or school office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone when visiting school for 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.
