



Primary School Mobile Phone Policy

Reviewed and updated: September 2026

1. Introduction

At Kirkham & Wesham Primary School, the safety, wellbeing and learning of our pupils are at the heart of the decisions we make.

Technology plays an important part in modern life and can be a valuable tool for communication, learning and supporting individual needs. However, we also recognise that inappropriate or unnecessary use of mobile phones can cause distraction, affect relationships and create safeguarding, privacy and online safety concerns.

Our approach is therefore simple: during the school day, pupils should be able to focus on learning, friendships and being part of our school community without the distraction of personal mobile phones. Where pupils need to bring a phone to school, it is kept safely in the school office.

We also recognise that staff use mobile technology as part of the day-to-day running of KWPS, including school communication, ClassDojo and approved school social media. This policy therefore sets clear professional expectations for how personal devices may be used safely and appropriately by staff.

Where a pupil or member of staff requires access to technology because of a medical condition, disability or accessibility need, appropriate arrangements and reasonable adjustments will always be considered.

This approach supports our school vision: Belong, Believe, Be the Best You Can Be.

2. Purpose

The purpose of this policy is to ensure that mobile technology is managed safely, responsibly and consistently across Kirkham & Wesham Primary School.

We aim to:

- maintain a calm, safe and focused learning environment
- ensure pupils are free from the unnecessary distraction of personal mobile phones during the school day

- protect pupils and staff from safeguarding, privacy, cyberbullying and online safety risks
- set clear expectations for pupils who need to bring a mobile phone to school
- recognise the legitimate professional use of mobile devices by staff
- ensure photographs, videos and live social media content are managed safely and appropriately
- support pupils and staff who require access to mobile technology for medical, disability or accessibility reasons
- promote responsible and positive use of technology
- work in partnership with parents and carers to keep children safe.

Our expectations for mobile phone use reflect our wider commitment to helping pupils to be Ready, Respect and Safe and to Belong, Believe and Be the Best They Can Be.

3. Mobile Phone Policy for Pupils

3.1. General Guidelines

Kirkham & Wesham Primary School operates as a mobile phone-free environment for pupils throughout the school day, including lessons, transitions, breaktimes and lunchtimes, in accordance with DfE Mobile Phones in Schools statutory guidance (2026).

Pupils may only bring a mobile phone to school where this has been agreed with the school, for example where a child travels to and/or from school independently.

Parents/carers must complete the school's consent form.

Phones must be switched off before entering the school premises and handed to the school office immediately on arrival, where they will be stored securely until the end of the school day.

3.2. Use During the School Day

- **Learning Time:** Mobile phones are **not permitted to be used** during class time at any time.
- **Break and Lunchtime:** Mobile phones should remain in the school office during break and lunchtime.

Exceptions will be made where a pupil requires access to a mobile phone or smart device for an agreed medical, disability, accessibility or safeguarding reason. Individual arrangements will be agreed with parents/carers and relevant school staff and recorded where appropriate.

3.3. Consequences for Misuse

Where a pupil accesses or uses a mobile phone without permission, the phone will be confiscated and stored securely in the school office. Parents/carers will be informed where appropriate.

Repeated or serious misuse will be addressed in accordance with the school's Relationships & Behaviour Policy. Any response will be reasonable and proportionate, taking account of the nature of the incident and the individual circumstances of the pupil.

Where misuse involves bullying, harmful or inappropriate content, photographs or recordings, safeguarding concerns or suspected criminal behaviour, the school's safeguarding, online safety and behaviour procedures will be followed and external agencies may be contacted where appropriate.

3.4. Lost or Stolen Phones

The school takes no responsibility for lost, stolen, or damaged phones. Pupils are told not to bring valuable items to school.

3.5. Safeguarding and Online Safety

Pupils will be educated about the responsible use of mobile phones, including the risks of cyberbullying, inappropriate content, and online safety. Regular assemblies or classroom discussions will be held on these topics.

4. Mobile Phone Use by Staff

4.1 Professional Use

Kirkham & Wesham Primary School recognises that mobile phones are used by staff as part of the school's day-to-day professional communication. Staff may therefore have access to their personal mobile phone during the school day for legitimate work-related purposes.

This may include accessing school-approved communication systems such as:

- school email
- ClassDojo
- the school's authorised staff WhatsApp communication
- urgent messages from school leaders or colleagues
- multi-factor authentication
- adding authorised content to official school social media platforms, e.g. Facebook
- other school-approved systems or applications.

Professional use should be purposeful, proportionate and must not unnecessarily distract staff from teaching, supervision or their responsibility for the safety and wellbeing of pupils.

Staff should be mindful of how their phone use may appear to pupils and should model responsible use of technology. Where a phone is being used in front of pupils for a legitimate professional purpose, staff should ensure that this does not undermine the school's expectations that pupils do not access personal mobile phones during the school day.

4.2. Use During Teaching and Supervision

Personal use of mobile phones should be limited to appropriate times when staff are not directly teaching or supervising pupils, such as breaks, PPA time or before and after the school day.

Staff should not use personal social media, personal messaging, make personal calls or browse their phones for non-work-related purposes while teaching or supervising pupils.

Where there is an urgent personal or family matter, staff may access their phone as necessary, using professional judgement and ensuring appropriate supervision of pupils is maintained.

4.3. Personal Use

All communication relating to pupils and families must remain professional and comply with the school's safeguarding, data protection, confidentiality and acceptable-use requirements.

Staff must not provide pupils with their personal telephone number, personal email address or personal social-media details.

Direct electronic communication with pupils should take place only through communication systems authorised by the school and in accordance with the school's safeguarding procedures.

Communication with parents/carers should normally take place through school-approved channels, such as ClassDojo, school email, the school telephone system or other systems approved by the Senior Leadership Team.

Staff must maintain appropriate professional boundaries when using any school communication platform.

4.4 WhatsApp and Staff Communication

Where WhatsApp is authorised by the school for communication between staff, it must be used appropriately and professionally.

School WhatsApp groups should be used for necessary operational communication between staff and should not replace formal school systems where information needs to form part of the school's official record.

Confidential or sensitive information about individual pupils, safeguarding concerns, medical information or other special-category personal data should not routinely be shared through WhatsApp. Such information should be recorded or communicated through the school's approved secure systems, including CPOMS where appropriate.

Staff should not share photographs, videos, documents or other personal information about pupils through personal WhatsApp accounts or groups unless this has been specifically authorised and complies with the school's safeguarding and data-protection arrangements.

Where a message received through WhatsApp raises a safeguarding concern, staff must follow the school's safeguarding procedures and ensure that the relevant information is recorded appropriately.

Participation in staff WhatsApp communication must be managed in accordance with the school's agreed communication arrangements. Staff are not expected to routinely monitor or respond to work-related WhatsApp messages outside their normal working hours unless this forms part of an agreed role or emergency arrangement.

4.5 Photographs, Videos and Live Streaming

Personal mobile phones should not normally be used to take, store or retain photographs or videos of pupils.

Where authorised by the school, staff may use the camera function within an approved school application, such as ClassDojo, to capture and upload an image directly to the school's approved platform for a legitimate school purpose. This must only include pupils for whom the school holds the appropriate permissions.

Images and videos must not be intentionally saved to a member of staff's personal camera roll, personal cloud storage or other personal application. If an image or video is inadvertently stored on a personal device, it must be permanently deleted as soon as possible, including from any associated cloud or recently deleted storage.

Staff must not use the standard camera function on a personal device to photograph or record pupils unless this has been specifically authorised for a legitimate school purpose and is in accordance with the school's safeguarding, data protection and parental consent arrangements.

Where authorised by the Headteacher or Senior Leadership Team, a personal mobile device may be used to broadcast live content directly through an official school social

media account or approved platform, for example Facebook Live. Live streaming must only take place for an agreed school purpose and through an official school account.

Before any live broadcast involving pupils, staff must ensure that appropriate parental permissions are in place and that pupils who do not have permission to appear on social media or in live broadcasts cannot be identified, seen or heard during the broadcast.

Staff must consider the safeguarding implications of live broadcasting before going live. Care must be taken to avoid inadvertently sharing personal information, pupil names, documents, displays containing identifiable information, locations or other information that could present a safeguarding or privacy risk.

Where pupils are present during a live broadcast, appropriate supervision must be maintained. Where practicable, another member of staff should support the broadcast so that the member of staff operating the device can focus on the broadcast without compromising the supervision or safety of pupils.

Live broadcasts must not be recorded or retained on a member of staff's personal device. Any recording automatically retained by the social media platform must be managed through the school's official account and in accordance with the school's data protection, safeguarding and retention arrangements.

Staff must not live stream pupils or school activities through their personal social media accounts.

All photographs, videos and live broadcasts involving identifiable pupils constitute personal data and must be handled in accordance with UK GDPR, the Data Protection Act 2018, the school's Data Protection Policy, Safeguarding and Child Protection Policy and the permissions provided by parents/carers.

4.6 Teaching and Supervision

Professional phone use must never compromise the effective supervision of pupils.

When supervising pupils in classrooms, on the playground, at lunchtime, during clubs, on educational visits or during other activities, staff remain responsible for maintaining appropriate attention and supervision.

Where an urgent school message is received, staff may check or respond to it where it is safe and appropriate to do so.

Personal phone use should not take place while staff have direct responsibility for supervising pupils except in an emergency.

4.7 Medical and Accessibility Use

Nothing within this policy prevents a member of staff from accessing a mobile phone or smart device where this is required because of a medical condition, disability or accessibility need.

Appropriate arrangements and reasonable adjustments will be made in accordance with the Equality Act 2010.

4.8 Visitors and Volunteers

Visitors and volunteers must use mobile phones responsibly while on the school premises. Personal mobile phone use should be avoided in areas where pupils are present unless it is necessary for an authorised professional, medical or emergency purpose.

Visitors and volunteers must not use personal devices to photograph, video or record pupils unless this has been expressly authorised by the school.

Visitors working directly with pupils must follow the school's safeguarding procedures and any instructions provided by staff regarding mobile phone use.

5. Safeguarding and Security Considerations

Data Protection

Staff must comply with UK GDPR, the Data Protection Act 2018 and the school's Data Protection and Acceptable Use policies when accessing school information through a personal device.

Personal devices used to access school systems must be appropriately secured, including through a PIN, password, biometric security or other appropriate device protection. Staff must take reasonable precautions to prevent unauthorised access to school accounts or information.

Confidential pupil information should not be downloaded to or retained on personal devices unless specifically authorised and necessary for an approved school purpose.

Any loss, theft or suspected compromise of a personal device containing or providing access to school information must be reported promptly in accordance with the school's data-breach procedures.

Cyberbullying: The school takes a firm stance against cyberbullying. Any instance of cyberbullying or inappropriate use of mobile phones for harmful purposes will be addressed through the school's Relationships & Behaviour Policy and Anti-Bullying Policy.

Internet Safety: Pupils will be educated on how to protect themselves online, and parents will be encouraged to support their children in using mobile phones safely and responsibly.

6. Review and Enforcement of Policy

This policy will be reviewed at least annually and sooner where there is a significant change to legislation, statutory guidance, technology or school practice.

The Headteacher and Senior Leadership Team will monitor the implementation of the policy and consider any concerns or incidents relating to mobile phone use, safeguarding, data protection or online safety. Any significant incident or identified weakness in the school's arrangements may trigger an earlier review.

Nothing within this policy prevents a pupil or member of staff from accessing a mobile phone or smart device where this is required to support a medical condition, disability or accessibility need. Appropriate individual arrangements and reasonable adjustments will be agreed and recorded where necessary. This may include, for example, the use of a smartphone to receive information from a continuous glucose monitor or other medical device.

Where a pupil requires a device for medical purposes, access for that purpose does not exempt the pupil from the school's expectations regarding unrelated use of the device.

Legal Framework and Guidance

This policy has due regard to:

- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- DfE – Mobile Phones in Schools (statutory guidance, 2026)
- DfE – Keeping Children Safe in Education 2026
- DfE – Behaviour in Schools: Advice for Headteachers and School Staff
- DfE – Searching, Screening and Confiscation: Advice for Schools
- DfE – Data Protection in Schools
- DfE – Teaching Online Safety in Schools
- DfE – Supporting Pupils at School with Medical Conditions