

Mobile Phone Policy – Primary Schools

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Date of next review: September 2028

Review History				
Review Date	Reviewer	Approved by	Date Approved	Implemented
September 2026	Head of Governance, Compliance & Policy	Directors	July 2026	September 2026
September 2028				
Recent Revisions				
Issue No.	Date	Revisions made		
1	June 2026	New policy		

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1. Introduction and aims

Bishop Hogarth Catholic Education Trust ('the Trust') and its schools recognise that mobile phones and similar devices, including smart watches, are an important part of everyday life for pupils, parents/carers and staff as well as the wider school community.

This policy applies to all primary schools in the Trust:

The aim of this policy is to:

- Ensure the school environment is mobile phone free by default.
- Ensure the safe, responsible and lawful use of mobile phones.
- Provide clear guidelines for the use of mobile phones in school for pupils, staff, parents/carers, volunteers and visitors.

This policy also aims to address some of the challenges posed by mobile phones in school including:

- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes.

Throughout this policy, 'mobile phones' refers to mobile phones and other similar devices.

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](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Links to other policies

This policy should be read alongside the following Trust and school policies and procedures:

- Acceptable Use
- Behaviour
- Data Protection
- Disciplinary - Staff
- Educational Visits
- Online Safety
- Relationships and sex education (RSE) and health education
- Safeguarding
- Staff Code of Conduct

- Supporting Pupils with Medical Conditions

4. Roles and responsibilities

Directors:

- Will ensure that this policy is regularly reviewed to ensure it meets relevant legislation and statutory guidance.

Headteacher:

- Will ensure that the policy is implemented across the school.
- Will consider any reasonable requests from parents/carers regarding exceptions to the policy.
- Will ensure that all pupils, staff, parents/carers, volunteers and visitors are aware of and adhere to this policy.
- Will hold pupils, staff, parents/carers, volunteers and visitors accountable for implementing this policy.
- Will deal with breaches of this policy in accordance with relevant Trust and school policies and procedures.

Staff:

- Will adhere to this policy during their working day.
- Will actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.
- Will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones in school.

Parents/carers and pupils:

- Will adhere to the policy and discuss any concerns with the school.

5. Use of mobile phones by staff

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 pupils are present. Use of personal mobile phones is 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.

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 and Google Gemini).

Further information and detailed guidance on data protection can be found in the Data Protection Policy and Acceptable Use Policy.

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 only communicate with parents/carers and pupils using Trust approved methods of communication.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, 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.

Using personal mobiles for work purposes

In exceptional 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:

- Issuing homework, rewards or sanctions
- 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 Trust policies and procedures.
- 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 using a school mobile phone.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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 school 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 always appropriate and professional, in line with our staff code of conduct.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Further information can be found in the Trust's Disciplinary Policy.

6. Use of mobile phones by pupils

In accordance with the DfE guidance, pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

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 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 be encouraged to see a mobile-phone free environment as desirable and valuable.

All primary schools in the Trust are 'phone free'. This means that pupils are not allowed to bring mobile phones or other electronic devices (such as tablets and smart watches) with them to school.

7. Exceptions for special circumstances

The Trust recognises that parents/carers may rely on mobile phones as a safety measure for those pupils who walk to and from school independently, young carers who need to be contactable, pupils with medical conditions that are monitored via their phones. Where this is the case, pupils may bring a mobile phone to school if the following criteria are met:

- Parents/carers have completed the application to allow a pupil to use the mobile phone during the school day.
- The pupil is permitted to travel to and from school independently in accordance with school policies and procedures.
- It is a day where the pupil is travelling independently, the mobile phone is switched off and handed in to the school office on arrival to school. It will be stored in a secure location and returned to the pupil at the end of the school day.
- Young carers must hand their mobile phones into the school office on arrival, should they need to contact family members they care for, they can do so from the school office. The mobile phone will be stored in a secure location and returned to the pupil at the end of the school day. Family members of young carers who may need to speak to their child can ring the school directly.

Pupils with medical conditions may, with the agreement of the Headteacher keep their mobile phones with them, however they must only use them out of sight of other pupils and for medical reasons only.

Permission for pupils to use their mobile phone in school will only be granted in exceptional circumstances. To request such permission, parents/carers **MUST** contact the school directly and/or complete the form in Appendix 1.

All students who are given permission must then adhere to this policy, Acceptable Use and Behaviour policies.

8. Loss, theft or damage

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 Trust nor its schools accept 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.

Confiscated phones will be stored in the school office in a secure location.

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

Appendix 1



Application to allow a pupil to use the mobile phone during the school day

Pupil's Name	
Year Group/Class	
Name of Parent/Carer	
Reason to allow pupil to use mobile phone in school	
Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke permission if a pupil does not abide by the policy.	
Signed:	
Relationship to pupil	

FOR SCHOOL USE ONLY	
Reason to allow use of mobile phone	
Authorised by:	
Date:	

Appendix 2 – Template mobile phone information for visitors & contractors



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.
- 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 the mobile phone policy is available from the school office.