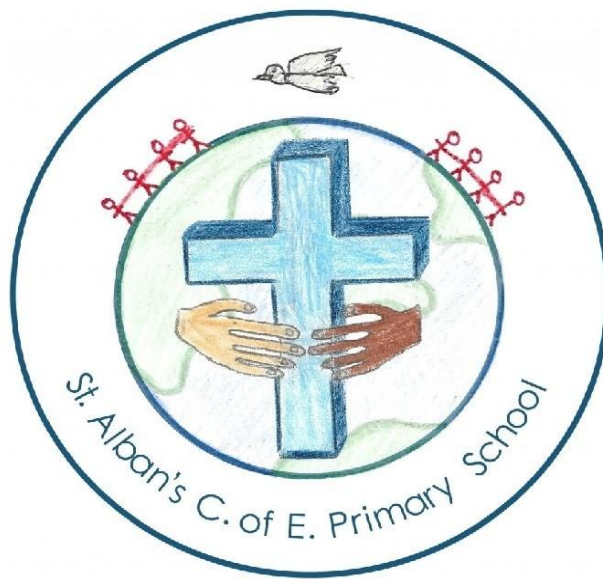


Mobile phone policy

St Alban's C of E Primary School



Approved by: Lucy Higson

Date: 1st September 2026

Last reviewed on: 1st September 2026

Next review due by: 1st September 2027

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1. Introduction and aims

At St Alban's CE Primary School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices. This includes emerging technologies such as smart glasses (for example Meta Ray-Ban glasses), smart watches, and any other devices with voice recording, video recording, image-capture, or live-streaming capabilities.

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. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 of School is responsible for monitoring the policy and reviewing it every 2 years, 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 during the school day, while pupils 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 (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 Executive Headteacher or Head of School 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 01709 542878 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 and Google Gemini). Further information and guidance can be found in our data protection and acceptable use policies available on the school website.

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 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.

4.4 Using personal mobiles for work purposes

In some 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
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Where possible, the school mobile phone is used on visits rather than personal devices. Families who need to make urgent contact with school can do so via the school office, or through the use of the school mobile phone on residential visits. The school mobile phone is monitored by a member of staff not on the residential visit.

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

4.6 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

We understand that many pupils in UKS2 may walk to and from school alone, and that having a mobile phone during this time is important for safety. Therefore, we allow UKS2 pupils to bring mobile phones into school.

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).

Where pupils bring mobile phones into school, permission from parents must be sought (Appendix 1). Parents sign to acknowledge the acceptable use agreement for pupils, and to confirm they have spoken to their child about this.

Upon arrival into school, pupils turn phones off and these are collected by a teacher. These are then kept in a locked, secure location by the class teacher. They are returned to pupils at the end of the day and should remain switched off until pupils leave the school site.

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.

5.1 Use of smartwatches by pupils

The use of other communication devices and emerging technologies such as smart glasses (for example Meta Ray-Ban glasses), smart watches, and any other devices with voice recording, video recording, image-capture, or live-streaming capabilities by pupils is not allowed. These should not be brought to school and will be stored safely in the school office and returned to a parent/carers at the end of the school day if a pupil is found with one.

5.3 Sanctions

If a pupil is in breach of this policy:

If found, the device will be confiscated from the pupil (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)

If they are confiscated, the Head of School will collect and store the device until a parent/carers is able to collect it from school. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))

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 (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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 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, when working with pupils or while children are present

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. Slips advising of rules around mobile phone use in school are given to visitors upon signing in at the school office (Appendix 2). This is also part of a safeguarding briefing with any volunteers and visitors.

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

Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely by the class teacher when not in use during the school day.

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 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. This is made clear in the permission form and home-school agreement.

Confiscated phones will be stored in the school office in a locked cabinet until a parent/carer is able to collect it.

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 Mrs Higson via the school office in a timely manner.

9. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school

Mobile phone permission letter and agreement

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 throughout the school day.
2. Phones must be switched off (not just put on 'silent').
3. Phones should be handed into the class teacher at the start of the day to be stored securely.
4. Mobile phones will be returned at the end of the school day. They should remain switched off until you leave the school site.
5. Do not take pictures or videos of other pupils, staff or locations in school. Mobile phones should not be used by pupils on the school site.

We understand that for children who to school on their own or who walk home, parents/carers like them to have a mobile phone with them.

Our system for mobile phones in school:

- Parents/carers give permission for their child to bring their phone into school.
- Children who have permission to bring their phone to school switch it off and put it away at the gate.
- Children give their mobile phone to the teacher.
- The teacher secures all phones in a locked cupboard or drawer, and then these are returned by a member of staff at the end of the day and handed to the pupil.
- Children put the phone in their pocket or bag until they leave the school premises.

These systems keep all children and their property safe.

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 above. By signing this, I acknowledge that I have spoken to my child about the acceptable use agreement and he/she will abide by this.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Advice from the police is often that children are often more vulnerable if they walk with their mobile phone on view, so we would recommend parents/carers chat to children about keeping their phones in bags/out of sight wherever possible.

Yours sincerely,

Mrs L Higson

I give permission for my child to bring a mobile phone into school to support their safety and independence walking home from school.

Name of child _____

Parent/carer signature: _____ Date: _____

10. Appendix 2: Template mobile phone information slip for visitors

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. If you must use your phone, you may go to the staff room.
- 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 our mobile phone policy is available from the school office.

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