

MOBILE PHONE POLICY



Owned and Written by	Helen Scarrott Interim Headteacher	Date: Summer 2026
Approved by	Full Governing Body	Date: Awaiting ratification
Date for Review	Spring 2027	

Contents

1. Introduction and aims
2. Relevant guidance
3. Roles and responsibilities
4. Use of mobile phones by staff
5. Use of mobile phones by pupils
7. Loss, theft or damage
8. Monitoring and review
9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances
10. Appendix 2: Permission form allowing a pupil to bring their phone to school
11. Appendix 3: Template mobile phone information slip for visitors.

1. Introduction and aims

At Bushmead Primary & Nursery 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 Safeguarding and Therapeutic Thinking and Behaviour policy.

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 electronic devices with smart technology (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime

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 includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, governors, catering staff, site 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 Interim Headteacher (Helen Scarrott) is responsible for monitoring the policy and reviewing it every 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.

3.2 Governors

The governing body have reviewed and agreed this policy and will monitor during visits to the school (Governor days).

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 / 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

- Site staff, to report a site emergency

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 01582 725387 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).

More information can be found in the data protection policy and the Online safety policies. Include information here about where more detailed guidance on data protection can be found. For instance, your school's data protection policy or ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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.

Class Dojo can be used to communicate directly with parents or through the school office email address. (office@bushmeadprimary.co.uk).

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

Educational visits;

A school mobile phone is available for the lead person on educational visits.

In some circumstances, it will be agreed that staff can use their own mobile phone to contact other staff members if the visit involves small groups needing to keep in contact for safety reasons.

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

4.5 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

- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

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

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).

If a pupil has been given permission to bring a mobile phone to school they must follow the school's Mobile phone code of conduct. This will be signed by both the parent of the pupil and the pupil themselves. It will then be authorised by a staff member.

Mobile phone switched off on entry to school grounds

Mobile phone handed into school office on entry to the school building

The office will store the phone safely in a named and sealed wallet.

The mobile phone will be collected by the pupil at the end of the school day.

If pupils need access to a mobile phone due to medical needs, this will be carried out under adult supervision.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure 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 DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

Smartwatches are wristwatches 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 smartwatches have wellness and health-related features.

Smartwatches that can send and receive text messages, make calls and listen to music are not permitted. If brought to school, the code of conduct relating to mobile phones will apply.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances.

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Helen Scarrott (office@bushmeadprimaryschool.co.uk).

Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use (see appendix 1).

5.3 Sanctions

If a pupil is seen using a mobile phone during the school day on school premises, teachers will ask the pupil to turn the phone off and hand it into the school office. The headteacher reserves the right to confiscate a phone if it is being used inappropriately. The phone will be stored in the school office and the parent of the pupil will be asked to collect the phone at the end of the school day.

School staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person).

If a teacher has reason to believe this is the case, they will speak to the DSL/DDSL before searching the phone.

Staff will not look at a phone without it being agreed by the Headteacher/DSL in line with Keeping children safe in education.

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 whether 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:

Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')

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 and carers 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 play), 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.

If a parent needs to use their mobile phone to receive/make a call, they will be asked to step out of the school building to do so.

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, but must refer any proposed 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 make sure that their phones are appropriately switched off, ready to be stored away securely in the school office 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 or from school.

Confiscated phones will be stored securely in the school office. It is the office staff's responsibility to ensure they are safely locked away until collected by the parent.

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 making sure 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 DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Helen Scarrott, Interim Headteacher in a timely manner.

Governors will review and agree this policy and monitor its enforcement whilst on the school premises.

9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances



Mobile phone use - Pupil Code of Conduct

I agree to abide by the following code of conduct;

When to Use Your Phone

- **Keep it off:** Switch your phone completely off during the school day, this should be done as you enter the school grounds.
- **Keep it away:** on entry to school, your phone will be given in at the office, (switched off). It will be kept safe until you collect it at the end of the day.
- **Ask first:** Only use your phone if a teacher tells you it is okay.
- **No phones here:** Never look at your phone in the toilets.

Staying Safe and Kind

- **No photos:** Do not take pictures or videos of other children or teachers.
- **Keep secrets safe:** Never share your phone password or your friends' phone numbers.
- **Be kind:** Never use your phone to bully, tease, or say mean things to anyone.
- **Watch your words:** Do not use bad words or look at things that are not safe for children.
- **Take care what you share:** Do not share intimate images with other people or of other people, even if they ask you to.

Listening to Teachers

- **Hand it over:** If a teacher asks you to turn off your phone or give it to them, do it straight away.

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 a mobile phone to school because they:

Travel to and from school alone

Are a young carer

Need the phone to support their medical needs

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 code of conduct.

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

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 staffroom to make/receive calls

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.