

St Stephen & All Martyrs' C of E Primary School



Mobile Phone Policy

Written : March 2026 (V1)

Approved: April 2026

1. Aims

This policy aims to:

- Safeguard pupils and staff
- Promote a focused, disruption-free learning environment
- Reduce risks linked to bullying, misuse, and online harm
- Ensure compliance with current **Department for Education (DfE)** guidance and safeguarding legislation

The school recognises that mobile phones present **safeguarding, behaviour, and data protection risks** if not managed appropriately.

2. Legal & Regulatory Context

This policy is informed by:

- DfE guidance stating schools should be **mobile phone-free by default**
- Behaviour in Schools guidance (statutory)
- Keeping Children Safe in Education (KCSIE)
- UK GDPR & Data Protection Act 2018
- Education Act 2011 (powers to search and confiscate)

Schools are **legally permitted to confiscate mobile phones** where policy is breached, provided actions are proportionate

3. Scope

This policy applies to:

- All pupils (Reception–Year 6)
- All staff (teaching, support, supply, volunteers)
- Visitors and contractors

It covers:

- Mobile phones
 - Smartwatches and wearable tech
 - Any device capable of communication, recording, or internet access
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4. Pupil Mobile Phone Rules

4.1 General Principle

The school operates a “**mobile phone-free environment**”.

- Pupils **must not use mobile phones at any time** during the school day
 - This includes lessons, breaks, lunchtime, clubs, and trips
 - This aligns with national guidance recommending prohibition throughout the day
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4.2 Bringing Phones to School

- Pupils are **strongly discouraged from bringing phones**
 - Phones are **not permitted for pupils in Reception–Year 4**
 - Year 5 & 6 pupils may bring a phone **only if travelling independently – but these must be switched off as soon as the pupil is on school property. (i.e through the main driveway gates)**
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4.3 Storage Procedures

If a pupil brings a phone:

- It must be:
 - Switched off
 - Handed to the school office or designated staff on arrival
 - Phones will be stored securely and returned at the end of the day
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4.4 Exceptions

Exceptions may be granted for:

- Medical needs (e.g. monitoring conditions)
- Special educational needs or disabilities (SEND)
- Safeguarding reasons (e.g. young carers)

In such cases:

- Use will be **risk-assessed and supervised by staff**
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4.5 Misuse

Misuse includes:

- Using a phone on school premises
- Filming/photographing others
- Accessing inappropriate content
- Cyberbullying

Sanctions may include:

- Confiscation

- Parent collection of device
 - Behaviour sanctions in line with school policy
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5. Staff Use of Mobile Phones/Smart Watches

5.1 General Expectations

- Staff must **not use personal phones/smart watches in front of pupils** during the school day
 - Phones should be:
 - Switched off or on silent
 - Stored securely during teaching time
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5.2 Permitted Use

Staff may use phones/smart watches:

- In staff-only areas during breaks
 - For professional purposes (e.g. safeguarding, authentication, school apps)
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5.3 Prohibited Use

Staff must not:

- Use phones for personal calls, messaging, or social media during teaching time
 - Use personal devices to contact pupils or parents (except in emergencies)
 - Use phones in toilets, changing areas, or sensitive locations
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5.4 Photography & Recording

- Staff must **only use school devices** for photos/videos of pupils
 - Personal devices must never be used for recording pupils
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6. Visitors & Contractors

- Must not use mobile phones in pupil areas
 - May be required to:
 - Store devices securely
 - Follow safeguarding procedures
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7. Safeguarding Considerations

Mobile phones present risks including:

- Cyberbullying
- Exposure to harmful content
- Unauthorised recording

Any concerns arising from phone use must be reported to:

- The **Designated Safeguarding Lead (DSL)**

Where misuse indicates risk of harm, staff must follow safeguarding procedures

8. Searching & Confiscation

Staff may:

- Confiscate phones where rules are breached
- Retain devices for a proportionate period

Legal protection applies where staff act reasonably and lawfully

9. Communication with Parents

- Parents should **not contact pupils directly during the school day**
- All communication must go through the school office

This supports safeguarding and reduces disruption.

10. Monitoring & Review

- Policy reviewed annually or following new legislation/guidance
 - Governors will monitor implementation
 - Ofsted may consider phone policies as part of behaviour and safeguarding evaluation
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11. Linked Policies

- Behaviour Policy
- Safeguarding / Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct

Approval and Adoption

This policy has been reviewed and approved by the Governing Body and is implemented under the authority of the Headteacher.

Date of approval: April 2026

3. Review Schedule

The Governing Body will review this policy:

- Annually (at a minimum), and
- Earlier if required due to:
 - Changes in legislation or statutory guidance
 - Updates to Department for Education advice
 - Safeguarding concerns or incidents
 - Recommendations from Ofsted or the Local Authority

The Headteacher is responsible for ensuring the policy is implemented consistently and remains compliant with current legal and safeguarding requirements.

Next review date: April 2027