

St Peter's CE Primary School, Chippenham Mews, London W9 2AN



## Mobile Phone Policy

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### **1. Introduction and aims**

At St Peter's we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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

- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## **2. Relevant guidance**

This policy meets the requirements of the Department for Education's non-statutory [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 responsible for consistently enforcing this policy.

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 Headteacher is responsible for monitoring the policy every 2 years, reviewing it, 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, while children 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 staff room and PPA room.

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.

## School Devices

- The school has **two mobile phones** designated for taking images of children.
- Early Years staff use an **iPad**, which is clearly labelled for this purpose.

## Security Measures

- All devices are **protected with a passcode**.

At the end of each week:

- Images are **securely transferred** to the school computer system.
- Images are then **deleted from the devices** immediately after transfer.

## Mobile Phone Management

- Mobile phones must be **signed in and out** via the school office.
- Phones must be **returned to the office at the end of each day**.

## Compliance

- Staff must follow this policy at all times to ensure:
  - **Data protection** and safeguarding of children.
  - Prevention of unauthorized use of devices or images.

Electronic devices (such as tablets, cameras, and computers) should only be used for educational purposes and under adult supervision.

- Personal devices (e.g., mobile phones) must not be used in areas where children are present, except in emergencies- see mobile phone policy
- Devices should be checked regularly to ensure they are safe, age-appropriate, and free from unsuitable content.

## Taking and Storing Pictures

- Photographs of children should only be taken using setting-owned devices.
- Written parental consent must be obtained before taking or using any images of children.
- Images should be used solely for educational documentation, displays, or communication with parents, and never for personal use.
- All images must be stored securely on the school mobile phone and ipad, uploaded to a school computer at the end of each week and deleted off the device in line with data protection regulations.

## Online Sharing

- Pictures of children must never be shared on personal social media accounts.
- Any online sharing (e.g., on the setting's official website or social media) requires explicit parental consent and must comply with safeguarding guidelines.

## Reporting concerns

- Staff must report any concerns about inappropriate use of devices or images immediately to the designated safeguarding lead.
- Regular training will be provided to ensure compliance with this policy.

## 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 Bard).

## 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 which 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 for work. Such circumstances may include, but aren't limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits- an emergency contact will be provided when children are on a residential.

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 which 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 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 in Year 6 are permitted to bring in a mobile phone if they walk home alone but these must be handed in to the office at the beginning of the school day and collected at the end of the day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Some pupils may require a phone for medical purposes such as diabetes and this is permitted for monitoring medical needs and communicating with parents.

#### **5.1 Use of smartwatches by pupils**

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.

- Pupils are not permitted to wear a smartwatch to school.

#### **5.2 Sanctions**

- If a pupil has a mobile phone on them during the school day, it will be confiscated. Schools are permitted to confiscate phones from pupils under section 91 and 94 of the Education and Inspections Act 2006.
- If they are confiscated, they will be stored in a safe place in the school office. They must be collected at the end of the day and parents will be notified.

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/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, or when working with pupils

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. This can be found on our visitors information leaflet.

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 which 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 the phones are appropriately labelled and are stored securely when not in use.

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.

We will make pupils and parents aware of this disclaimer in our permission form for bringing a phone into school.

- Lost phones should be returned to the 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 of 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 the Headteacher in a timely manner.

**9. Appendix 1: Permission form allowing a pupil to bring their phone to school**

It should be signed by parents/carers.

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- > Travel to and from school alone
- > Are a young carer
- > Need the phone to support their medical needs

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 revoke permission if a pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	