



Red Hall Primary School

Mobile phone policy

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1. Introduction and aims

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 teacher** is responsible for monitoring the policy and reviewing it every **two 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

Governors will review the effectiveness of this policy on a two yearly basis.

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 children 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 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 (01384 283697) 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).

Red Hall Primary School's Acceptable Usage Policy will provide further information and guidance on this.

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.

The Code of Conduct Policy outlines this further.

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

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
- Ensure that communication or 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).

At Red Hall Primary School mobile phones may be brought to school by Year 6 pupils if they are walking to school independently or part of the way independently. This is to support their transition to Secondary School.

- Staff will collect mobile phones on arrival at the school gates on the KS2 site.
- Mobile phones will be placed in individual pouches and placed in a secure location.
- At the end of the school day children will be able to collect their mobile phone from a staff member on

The school reserves the right to support pupils with specific medical conditions and needs that means that they may need a mobile or smart device.

The school reserves the right to extend the ability to bring mobile devices into school from other year groups on a case by case basis where there are exceptional circumstances. This would follow on from a meeting held between the parents of the child and the Head teacher, or in their absence the Deputy Head teacher.

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 DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their 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.

- Smart watches are not allowed in school by pupils. A child found with a smart watch will have it confiscated and it will be returned to parent at the earliest opportunity.
- Staff using smart watches must disable the ability to take images, receive calls and make calls when they are in front of pupils.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, 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 **Head teacher**.

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

5.3 Sanctions

If a mobile phone was found to be on a pupil during the school day it would be confiscated. Schools are permitted to confiscate phones under sections 91 and 94 of the Education and Inspections Act 2006.

A senior leader has permission to confiscate a mobile phone. They will notify the Head teacher, or in their absence, Deputy Head teacher promptly. The mobile phone will be placed in an individual pouch and placed securely on school premises. Parent or carer will be contacted and arrangements made for the phone to be returned to them. This should be done on the same day but in exceptional circumstances (e.g. residential trip) at the first available opportunity.

In line with the school Behaviour Policy and following an investigation as to why the phone was in school it may be that further sanctions are given to the child.

Staff have the power to search pupils phones in specific circumstances as set out on the [DfE's guidance on searching screening and confiscation](#). The DfE guidance allows Red Hall Primary School to search a people's phone if there's good reason to (such as having reason to believe the phone contains pornographic images or if being has been used to commit offence or cause harm to another person).

If inappropriate content was found on the mobile phone it may be that local police or children's safeguarding team may need to be contacted. Parents/carers would be notified of this in line with Red Hall Primary School safeguarding and child protection policy.

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.

Parent/carers will be provided with a copy of this policy. Paper copies will be made available upon request.

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 when not in use during the school day.

The name or initials of the child must be clearly indicated on the mobile phone. Stickers should be avoided as they can easily become faded or damaged.

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 indicated within this policy which is provided to all parents and carers.

This is indicated in the pupil acceptable use agreement.

Confiscated phones will be stored in a secure location within school site.

Red Hall Primary School should it confiscate a phone from a pupil will be responsible for the phone and could be held responsible for loss, theft or damage. Confiscated phones will be stored securely on the small site and Red Hall primary school will be responsible for it.

Lost phones should be returned to 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

9. Appendix 1:



Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

You must obey the following rules if you bring your mobile phone to school:

1. Mobile phones must be handed in to a staff member on the school gate at the beginning of the school day. They will be kept securely in school until the end of the school day.
2. At the end of the school day you are to collect your mobile phone from a staff member on the school gates.
3. Your mobile phone must clearly have your name or initials on it. Stickers should be avoided as they can become faded or damaged.
4. You may not use your mobile phone throughout the school day.
5. Phones must be switched off (not just put on 'silent').
6. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
8. Don't share your phone's password(s) or access code(s) with anyone else.
9. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

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 _____
to bring their mobile phone to school because they:

*Delete as appropriate

- 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 Acceptable Use Agreement.

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

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

12. 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 a location that is indicated by a staff member. This must be away from pupils.
- 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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