



Mobile Phone Policy

Last updated:	June 2026
Approved by Governors:	15.6.26
Review cycle:	3 years
Review date:	14.6.29

Contents

1. Introduction and aims.....	2
2. Roles and responsibilities	2
3. Use of mobile phones by staff	2
4. Use of mobile phones by pupils.....	3
5. Use of mobile phones by parents/carers, volunteers and visitors	3
6. Monitoring and review	4
Appendix: Template mobile phone information slip for visitors	5

1. Introduction and aims

At High Ash CE Primary School we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for 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 and School Business Manager are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

Governors are responsible for approving the policy on a three-year cycle unless technological or other changes bring this forward.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, whilst 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 staffroom or school office).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

3.2 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:

- 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 which could identify a pupil
- Refrain from using their phones to contact parents/carers. Any messages to parents should be passed via the school office
- For residential trips, the group leader will download the VOIP app to their mobile phone to allow outgoing calls to be made which appear to come from the main school telephone number.

3.3 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils are not allowed to have a phone with them at school. If the child needs to bring a mobile phone to school e.g. for safety if walking home alone or if residence is shared between two homes, then the child should leave their phone at reception prior to registration and pick it up at the end of the day as they leave the building. The phone will be locked in the office but the school cannot accept liability for loss or damage to the phone. Parents/carers should complete the waiver form (Appendix 1) in advance of the child bringing the phone into school. If a child is found to have brought a phone into school without the waiver form being completed the phone will be confiscated and will need to be collected from the school office by a parent, it will not be handed back to the child.

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 his/her personal mobile during the school day, encouraging their child to be in breach of school policy.

4.1 Sanctions

If a pupil is in breach of this policy the phone will be confiscated immediately and kept in the office for the remainder of the day. The child's parents will be called and asked to remind their child they cannot be in possession of a phone whilst at school. If the parents have not completed the waiver form, the parent will need to collect the phone as stated above. The child will be entered into the consequence book for that week.

School staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. If the school believes this to be necessary there will always be two members of staff present, with either a DSL, DDSL, Online Safety Lead or Phase Lead present.

5. 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 using for any purpose in public areas when children are present, for calls, checking emails, browsing the internet etc.
- Not taking pictures or recordings of pupils, unless it's 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.

Parents/carers or volunteers supervising school trips 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
- Use their phone to post pictures or comments on social media during the trip

6. 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 consider:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix: Template mobile phone information slip for visitors/to be displayed at reception

Use of mobile phones in our school

- 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 porch at reception
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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.



Mobile Phone Authorisation Form & Acceptable Use Agreement

High Ash does not endorse the need for primary school age children to have mobile phones in school. We recognise, however, that some children walk to and from school or the bus stop and parents wish them to have a mobile phone in case of emergencies, or children split their time between two parents and may have a phone with them the days they are transitioning from one household to another.

If you wish your child to have a phone in school for this reason then the following rules will apply:

- All phones must be switched off completely before entering the playground. They must not be turned on again until the child is at the school gates ready to leave the premises.
- All phones must be handed into the school office at the beginning of the day. The school accepts no liability for the loss or damage to the mobile phone whilst on school premises and mobile phones are not covered by the school insurance policy therefore, parents and pupils should have appropriate insurance arrangements in place in case of this. Phones will be handed back to pupils at the end of the day.
- The school reserves the right to check that no mobile phones are being brought onto school premises without appropriate authorisation and that the above rules are being followed.
- In a situation where a child is found not to be following the above rules in the first instance they will be reminded about the rules. If further instances occur the phone will be confiscated from the child and the parent/carer will need to come into school to collect the phone at the end of the day.

Acceptable Use Agreement for Mobile Phones

Name of pupil:

Class:

Pupil agreement

I will

1. Not use my phone on school premises. This includes taking photographs and videos, social media as well as making phone calls.
2. Switch my phone off as I enter the school playground and not turn it on again until I am about to leave the school playground.
3. Hand my phone to school office at the beginning of the day and collect it at the end of the day.

Signed (pupil):

Date:

Parent agreement

I wish my child to have their phone with them at school in case of emergencies on their journey to and from school. I understand and have discussed with my child the rules outlined above. I confirm that I understand that I, not the school, am responsible for insuring the mobile device. Furthermore I understand that if my child does not follow the rules their phone will be confiscated and a parent/carer will need to collect it from the school office.

Signed (parent/carer)

Date:

Please specify the days your child will be bringing a phone to school:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday