



Mobile Phone Policy for Children, Parents, Volunteers and Staff

Autumn 2026

At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

P= personal
R= responsibility
I = in
D= delivering
E= excellence

Frequency of Review:	Yearly
Reviewed and Approved by:	Combined Committee
Date:	Autumn 2026
Date of Next Review:	Autumn 2027
Reviewer:	Head of School

Signed:

(Chair of Governing Body)

Date: 01/10/2026

Introduction and aims

At Sutton Road Primary 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 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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Note: Throughout this policy, **mobile phones** refer to mobile phones and similar devices such as Smart Watches.

Roles and responsibilities

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.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

Governors - Governors review this policy annually.

Policy / Procedure Links

This Policy should be read alongside:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- The school's filtering and monitoring arrangements are detailed within the Online Safety Policy and are reviewed annually in accordance with KCSIE requirements.

Important to note:

This policy applies on school premises, during educational visits, residential visits, sporting fixtures, school transport and any activity organised by the school where pupils are under the supervision of school staff.

This policy will be published on the school website and communicated to parents annually.

Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school 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, unless explicitly authorised by a member of staff (for example, for a specific medical reason. Reasonable adjustments will be made where mobile or smart technology forms part of an agreed medical, SEND or disability support plan).

At Sutton Road Primary School, we understand that there may be times when a mobile phone is supportive for a child to have when they walk to or from home, or when they are not going straight home and may be going to a friend's house or different childcare setting.

Permission Letter & Code of Conduct

As a parent, if you wish your child to bring their mobile phone to school, then a permission form must be completed, stating that you and your child agree to the school's Mobile Phone Policy and expectations.

All mobile phones must be handed in

In these cases, children may bring a mobile phone on to the site, but it must be handed in to the school office or your child class teacher at the start of the day and collected from the office at the end of the day.

Children **are not** allowed to bring mobile phones into any other areas of the school or use their mobile phone in the playground before school.

Potential risks of mobile phones that parents should be aware of:

Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable people.

We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

Mobile phones deposited in the office by children will be kept safely in a locked cupboard. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupils' phones are security marked and password protected.

Children are not allowed to carry mobile phones on any school trips.

Education – Talking Points sessions

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. The school recognises that mobile phones can increase exposure to online risks including cyberbullying, harmful content, inappropriate contact, exploitation, the making or sharing of nudes or semi-nudes, and AI-generated imagery. Through our curriculum and safeguarding procedures, pupils are taught how to stay safe online and report concerns.

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.

We do not allow Smart Watches at Sutton Road Primary, unless there is a medical need that has been supported by medical practitioners.

Sanctions

Any mobile phones discovered to have been brought into the school and not handed in to the office will be confiscated immediately. Parents or carers will be contacted and asked to collect the mobile phone from the school office.

In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a safeguarding or criminal offence the phone will be handed over to the school's safeguarding lead or to the Head of School or Executive Headteacher for further investigation and the parent or carer asked to collect it from them.

Where there is reasonable suspicion that a device contains evidence of a safeguarding concern or criminal offence, the device may be retained and managed in accordance with the school's safeguarding procedures and DfE guidance. Searches of a pupil's mobile phone will only be undertaken by authorised staff in accordance with DfE Searching, Screening and Confiscation guidance and the school's safeguarding procedures. [Searching, screening and confiscation in schools - GOV.UK](#)

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 Safeguarding Procedures. This will include speaking with the designated safeguarding lead or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate.

Safeguarding

Any concerns arising from the use of a mobile device, including inappropriate images, online bullying, harmful content or suspected exploitation, will be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in line with the Child Protection and Safeguarding Policy.

Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

All schools should be mobile phone-free environments by default: anything other than this should be by exception only and agreed with a senior leader.

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 or could be 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:

➤ In the case of acutely ill dependents or family members

The Head of School or Executive Headteacher will decide on a case-by-case 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.

Staff should keep personal mobile phones securely stored out of sight during teaching and supervision duties.

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).

Please refer to the Data Protection policy, information in the staff Handbook or speak with the school's Data Protection Officer.

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.

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.

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:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips – however there is a trip phone available for use, personal mobile phones should be used in an emergency.
- 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 unless authorised by the Head of School / Executive Headteacher.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or authorised by the Head of School / Executive Headteacher.

Trip phone

Some members of staff may borrow the School Trip mobile phone, 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 or messages.
- 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

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

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 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.

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.

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 2026 \(comes into force from 1 September 2026\)](#)

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

Use this form if you wish for your child to have their mobile phone with them as they come to school.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carers name(s):	

Please state the reason you would like your child to have their phone in school:

(Please tick)

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- They sometimes stay with their other parent at a different address and need to take their phone
- 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 the Code of Conduct – **see attached**.

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

Parent/carers signature: _____

I understand what I must do to hand my mobile phone in when I get to school, I understand if I do not my phone will be confiscated.

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Mobile Phone Code of Conduct



MOBILE PHONES IN SCHOOL

We recognise some pupils, particularly older pupils, may need a mobile phone when travelling to and from school.

IF YOU BRING A MOBILE PHONE TO SCHOOL:

- **1. SWITCH IT OFF**
The phone must be switched off before entering the school site.
- **2. HAND IT IN**
The phone must be handed to the school office immediately upon arrival.
- **3. COLLECT IT**
The phone must be collected from the school office at the end of the school day.

NOT ALLOWED DURING THE SCHOOL DAY



Pupils must not carry mobile phones on their person, in their bags or in classrooms during the school day.



Smart watches with communication, camera or internet capability are treated as mobile devices and are not permitted.



Thank you for helping us keep our school a **focused, safe** and **distraction-free** place to learn and grow.

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

1. Phones must be switched off (not just put on 'silent').
2. Your phone must be handed in to the Main Office at the start of the school day.
3. You must not use your phone when on the school grounds including the playground before school.