



Moreton Church of England Primary School



Mobile Phone Policy

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Agreed by Governors (Date):

Signed (CoG):



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1. Introduction and aims

At Moreton Church of England Primary School we are committed to ensuring the safety of children in our care. We recognise that mobile phones in the school have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phone on our site could pose a risk to children and adults.

The enhanced functions of many mobile phones are of most concern and are most susceptible to misuse. Misuse includes the taking and distributions of indecent images, exploitation and bullying. Mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. This can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of everyone, including staff, parents and visitors.

At Moreton Church of England Primary School 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, GDPR 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' refers to mobile phones and other similar devices which have the capacity to be used as a form of communication through the device itself or any application stored on it.



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 headteacher is responsible for monitoring the policy and reviewing it every 2 years (or sooner if change in government guidelines), and in 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 have been involved in writing this policy. They have surveyed parents, pupils, reviewed government legislation and meet with the headteacher to discuss the practicalities.

4. 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.

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
- Medical reasons to monitor or administer medicine/health levels



The headteacher will decide on a case-by-basis whether to allow for special arrangements. The school's telephone number should be given to any next of kin or placement if it is necessary for the staff member to be contacted during working hours. The school office number 01277 890255 as a point of emergency contact. Approval for exceptional circumstances must be requested in advance to the headteacher (or most senior member of staff in their absence). Adequate cover and arrangements will be put in place so that the call can be taken in an area not used by children.

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). Please refer to our ICT acceptable use policy and Data Protection policy.

4.3 Safeguarding

Staff should avoid giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Staff should not give their contact details to pupils, including connecting through social media and messaging apps, unless the pupil is their own child.

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. This includes SeeSaw and Google Classroom. All classes have a class iPad which is to be used for these purposes.

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:

- 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
- If contact with a parent is required in emergency situations, the staff member should ensure their personal number is withheld using the prefix 141.

4.5 Smartwatches

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.

Use of Smartwatches by staff is only allowed for wellness and health related purposes. Smartwatches must not be used as a means of communication whilst pupils are present.

4.6 Sanctions

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

See the school's staff discipline and dismissal policy for more information.

5. Use of mobile phones by pupils

Pupils must not bring into school or 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).

On occasions we recognise that a pupil may require a mobile phone either for safety or if they are going to a different place overnight than their usual residence. In these instances the following should be adhered to:

- Parent/carer will complete Appendix 2 of this policy requesting that their child can bring in a mobile phone
- Mobile phones must be deposited in the office where the phone 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 relating to mobile phones. It is the responsibility of parents/carers to ensure mobile phones are properly insured.
- Ensure the mobile phone is switched off (not just left on silent)
- Ensure the mobile phone is password protected



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

Smartwatches will be treated as mobile phones and are not permitted to be worn by pupils.

5.3 Sanctions

If a member of staff suspects that a pupil is in breach of this policy they have the power to search pupils' personal belongings or phones in specific circumstances as set out in the [DfE's guidance on searching, screening and confiscation](#). Any mobile phone brought into school, will be [confiscated](#) under sections 91 and 94 of the Education and Inspections Act 2006 by a member of staff and held in the school office until the end of the day. Parents/carers will be asked to collect it from a member of the senior leadership team. If a member of staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it relating to a criminal offence, the phone will be handed over to the school's safeguarding team for further investigation.

Moreton Church of England Primary School will refer to its behaviour policy when considering sanctions that may be required. In each case, the sanction given will 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:

- Bullying
- Threats of violence
- 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 outside of school hours (such as a school fair)
- Visitors, parents/carers should keep their mobile phones in their bags/pockets and on silent
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off, not use it and delete any content taken on school property
- Not using phones on school property in lessons, workshops or events, 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 an event at school.

Moreton Church of England Primary School recognise that many parents/carers have previously used their mobile phones as a camera/video device to record their child at special performances such as class assemblies, concerts etc. However, we also recognise that children may inadvertently be included in photographs by another parent. The school is obliged by law to enforce this policy and remind parents/carers of the legal and safeguarding risks and potential breach of the Data Protection Act that could occur.

Moreton Church of England Primary School will take photos and videos of children where explicit permission has been sought and upload to the platform agreed with by those parents.

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

If pupils bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely in the school office when not in use during the school day.

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.

Confiscated phones will be stored in the school office in a locked drawer.

Lost phones should be returned to the school office. Moreton Church of England Primary 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

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher and governing body in a timely manner.



Moreton Church of England Primary School

Appendix 1: Pupil Code of Conduct for pupils allowed to bring their phones to school due to exceptional circumstances



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

1. Mobile phones must be handed into the office on arrival at school, unless they are used for medical reasons
2. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to.
3. Phones must be switched off (not just put on 'silent').
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. 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
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use bad language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.



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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 the above named to bring their mobile phone to school because they:

- > Travel to and from school alone
- > Are a young carer
- > Need the phone to support their medical needs
- > Are attending a school trip or residential where use of mobile phones will be allowed
- > 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 Code of Conduct

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

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	



Moreton Church of England Primary School

Mobile phone information 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 secure staff area such as the staff room
- Do not take photos or recordings of pupils, or staff
- Do not use your phone during school hours in lessons or workshops, 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.