



MOBILE PHONE POLICY

This Policy was approved by Governors in:	April 2026
This Policy was shared with staff in:	April 2026
Implementation of this Policy will be monitored by:	Headteacher and Governors
Monitoring will take place at regular intervals	
The Policy will be reviewed every 3 years or more regularly if needed.	
Date of Review:	February 2026
Date of next Review:	February 2028

1. INTRODUCTION AND AIMS

At Poverest, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our children, 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 children, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour/ anti-bullying policy

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 engaged by the school must alert a member of staff if they witness or become aware of a breach of this policy.

The headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and children accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly, and will 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 for personal reasons in the presence of children. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as offices or staffrooms).

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-case basis whether to allow for special arrangements. Staff must request permission in advance.

If special arrangements are not deemed necessary, school staff can use the school office number 01689816060 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 Gemini (Google Bard)).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or children, 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 children.

Staff must not routinely use their personal mobile phones to take photographs or recordings of children, their work, or anything else that could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. There will be circumstances where the school equipment is not suitable for the task, and if a personal device is used, it must only be used in the presence of another member of staff, and all files must be deleted once they have been uploaded to the school system. For example, on school trips where wifi is not present or inconsistent.

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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits, and this may include providing contact details to parents/carers

In these circumstances, staff will:

- Use their mobile phones appropriately and professionally, in line with our staff code of conduct
- Do not use their phones to take photographs or recordings of children, their work, or anything else that could identify a child, unless as directed in 4.3.
- 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. (Site staff, for example)

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 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 who 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 CHILDREN

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

From September 2026, children will not be allowed to bring smartphones onto the school premises. Only those children who walk home from school will be allowed to have a smart tag upon their person or a non-smart phone. The non-smart phone must be turned off on arrival and handed into the class teacher. It will be returned at the end of the day, when it can then be turned on for the walk home. Up to September 2026, the same applies, but smartphones will be allowed on site, but must be turned off and handed into the class teacher.

5.1 Use of smartwatches by children

The DfE's [non-statutory mobile phone 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 smart watches have wellness and health-related features.

Children are allowed to wear smart watches in school, but are brought into school at their own risk. Watches must not be able to send messages during the school day or take photographs. Technology, such as counting steps, is allowed. If the watch becomes a distraction to the child or other children, it will be removed and parents will be told that if distractions continue, the child will not be able to wear it in school.

5.2 Exceptions for special circumstances

The school may permit children to use a mobile phone in school, due to exceptional circumstances. (For example, children with diabetes need to monitor their blood sugar levels) This will be considered on a case-by-case basis.

To request such permission, children or parents/carers should contact the headteacher.

Any children who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see Appendix 1).

5.3 Sanctions

Where there is a breach of this policy, the following sanctions may apply.

- Mobile phones will be confiscated? (Schools are permitted to confiscate phones from children under sections 91 and 94 of the Education and Inspections Act 2006)
- When a phone is confiscated, it must be picked up from the school office by a parent/carer (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools)

Staff have the power to search children's phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a child's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

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, disability)
- The child'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 Part 1 of Keeping Children Safe in Education

Certain types of conduct, such as 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 children, 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 children

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 children, their work, or anything else that could identify a child

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children 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

Children bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Children 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 phones 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 children are travelling to and from school.

Children and parents/carers will be made aware of the disclaimer above in the rare circumstance that a mobile phone is brought into school by:

- Include disclaimers in your permission forms for bringing a phone to school
- Include a disclaimer in your home-school agreement

Confiscated phones will be stored in the school office in the safe.

Lost phones should be returned to the main 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 children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and children
- 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.

**CODE OF CONDUCT FOR CHILDREN
ALLOWED TO BRING THEIR PHONES TO SCHOOL
DUE TO EXCEPTIONAL CIRCUMSTANCES**

Code of conduct

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other children.
4. You cannot take photos or recordings (either video or audio) of school staff or other children without their consent.
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. This includes bullying, harassing or intimidating children or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone, even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share harmful content.
12. 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.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately or turn it over to an exam invigilator before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

**PERMISSION FORM
ALLOWING A CHILD TO BRING THEIR PHONE TO SCHOOL**

CHILD DETAILS	
Child name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow: (child's name) to bring their mobile phone to school because they:

Tick the appropriate reasons here. You can delete as required:

- 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

Children 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 child does not abide by the policy.

Parent/carer signature: _____

child signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

**TEMPLATE
MOBILE PHONE INFORMATION SLIP FOR VISITORS**

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where children are present. If you must use your phone, you may go to the main school office, and you may be directed to a private location.
- Do not take photos or recordings of children (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with children

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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