

Mobile Phone Policy



Implemented under consultation: 1st September 2026

Approved by Governors: 8th October 2026

Review by: October 2027 (Earlier if guidance/legislation requires it)

Signatures on Governor Hub):

C Freeman (Chair of Governors)

D Hugill (Headteacher)

1. Introduction and aims

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/volunteers
- Support the school's other policies, especially those related to child protection and behaviour

N.B. – throughout this policy, 'mobile phones' refer to mobile phones and similar devices, including smart watches with similar functionality.

N.B. – The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, or while pupils are travelling to or from school.

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 includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

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.

Senior leaders and school governors will monitor and review this policy every two years, or sooner if guidance or legislation requires it.

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 pupils are present. Such use 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.

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 ChatGPT.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including through social media and messaging apps. Staff should 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.

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 or lockdown
- Supervising off-site trips or 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 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, wherever possible. If necessary, hide caller ID or make contact via the school office

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action (Ref: staff disciplinary policy).

5. Use of mobile phones by children

- Children are not allowed to use mobile phones at any time of the school day, unless an exception is granted e.g. to monitor serious health conditions. (Ref: Section 5.1)
- Children who walk to and from school without an accompanying adult may bring a mobile phone into school for safety reasons but must deposit it with their class teacher on arrival and collect it from them at the end of the day. These must be turned off and will be kept secure throughout the day.
- Mobile phones deposited by children will be kept in a secure cupboard. **
- Any mobile phones not handed in to the staff will be confiscated immediately. If a child is discovered using the phone, parents/carers will be asked to collect the mobile phone directly from staff.
- Children are not allowed to carry mobile phones on any school trips or residential.
- Pupils will be taught the risks associated with the use of mobile phones, to ensure they understand why mobile phones cannot be used in school and the wider risks they pose outside school

** 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. Parents/carers should ensure mobile phones are properly insured. The pupils' phones should be labelled and password protected.

N.B. – throughout this policy, 'mobile phones' refer to mobile phones and similar devices, including smart watches. Therefore, smart watches are subject to the same rules/controls as mobile phones.

5.1 Exceptions for special circumstances

School may permit pupils to use a mobile phone in school, due to exceptional circumstances. In this case, permission will only be granted where there is documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the school Bursar (office@st-margarets.staffs.sch.uk or 01782 973875). They should complete Appendix 1 and the children who are given permission must then adhere to specific instructions and our acceptable use agreement for mobile phones.

5.2 Sanctions

The following sanctions may apply for children found in breach of this policy:

- Mobile phones not handed in to staff on arrival will be confiscated, under Sec. 91-94 of the Education & Inspections Act 2006.
- Confiscated phones will be stored in the school office, ready to return to a parent/carer.
- Other sanctions may apply, in line with our behaviour policy e.g. breaktime detention.
- We always consider relevant and/or special circumstances when applying our policies.
- If a member of staff suspects that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents/carers will be asked to collect it from a member of the senior leadership team.
- In circumstances where there is suspicion that the material on the mobile phone may provide evidence relating to a criminal offence, the phone will be handed over to the school's safeguarding lead or headteacher for further investigation and the parent/carer asked to collect it from them.

Certain uses of a mobile phone or types of conduct, bullying or harassment can be classified as criminal conduct. School will involve the police or other agencies as appropriate. Such conduct includes but is not limited to: Making of or sharing nudes and semi-nudes / upskirting / threats of violence or assault / abusive calls, emails, social media posts or texts.

6. 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 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, visitors and supply staff are not allowed to use mobile phones in school and phones must be kept in their bags/pockets. Mobile phones can be used in the staff room.
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
- 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.
- If parents/carers use their mobile phone to record their child at special performances e.g. showcases or concerts, these images should only be taken by parents and carers if they include their own child and if the use of these images is for their own personal use. They must not upload the images to the internet or social networking sites or use them in any form of publication unless they are solely of their own child. Placing photographs of children on social media is dangerous and parents/carers may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.

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 by mobile phone during the school day.

10. Appendix 1: Permission form allowing a pupil to use their phone in school

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

The school has agreed to allow the above-named pupil to bring their mobile phone to school because they:

- Are a young carer
- Need the phone to support their medical needs e.g. diabetes monitoring

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.

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:	

11. Appendix 2: Template mobile phone information notes for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please turn your mobile phone on to silent/vibrate while on the school grounds
- Do not use phones where pupils are present. If you must use your phone, go offsite or to the staffroom
- 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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