Mobile phone Policy

Dormers Wells Primary School

Believe Aspire Flourish

Diversity, Opportunity, Resilience, Memorable, Excellence, Respect, Self-Belief

Policy last reviewed, last ratified and adopted by the Full Governing Body	October 2026
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This **non statutory** policy will be reviewed every year.

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1. Introduction and aims

At Dormers Wells 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' refers to mobile phones and similar devices.

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 (Toni George) is responsible for monitoring the policy and reviewing it every 3 years and 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.

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 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).

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 use of authenticators for programs such as CPOMS, IQM, Ealing gateway (this list is not exhaustive) see 4.4

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number **0208 571 1230** 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 Google Gemini). See data protection policy

4.3 Safeguarding

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

Likewise, staff using their phones to access the internet, must use the internet safely, responsibly and appropriately. Internet access must comply with the school's Acceptable Use Policy and LGfL filtering and monitoring arrangements. Staff must not access, download or share inappropriate, illegal or harmful content, or attempt to bypass or circumvent filtering or monitoring systems. Staff are expected to use only appropriate and legitimate websites and online services when using their phones for work-related or personal 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:

- Issuing homework, rewards or sanctions
- 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

4.5 Work phones

Some members of staff are provided with a mobile phone by the school 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, 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 that 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 pupils

Pupils are not permitted to use mobile phones during the school day. This includes during lessons, when moving between lessons, at breaktimes and at lunchtimes, unless a member of staff has given specific permission. This may include situations where a mobile phone or smart device is required to support a pupil's medical needs.

The school recognises that some pupils may need to bring a mobile phone to school, for example because they travel to and from school independently or need to contact their parent or carer before or after school. Where a pupil brings a mobile phone to school, it must be switched off and handed in or stored securely in the school front office. Pupils must not keep their mobile phone on their person or access it during the school day.

Mobile phones must remain securely stored until the end of the school day. Pupils may collect their phones at the end of the school day in accordance with the school's arrangements.

If a pupil uses or accesses a mobile phone without permission, the device may be confiscated and stored securely in accordance with the school's behaviour policy. Parents or carers may be contacted where appropriate.

The school will make reasonable adjustments where a pupil has a specific medical need that requires access to a mobile phone or smart device. This may include pupils who use continuous glucose monitoring systems or other medical technology connected to a smart device. Any such arrangements will be agreed with the pupil's parent or carer and managed in line with the pupil's medical needs and the school's relevant medical procedures.

Pupils will be taught about the safe and responsible use of mobile phones and the risks associated with their use. This will include the impact of mobile phones on concentration and learning, inappropriate communication, online bullying and the importance of keeping themselves and others safe online.

The school will promote a positive, mobile-phone-free environment so that pupils can focus on learning, play, social interaction and developing positive relationships with their peers.

5.1 Use of smartwatches by pupils

For the purposes of this policy, smartwatches and other wearable devices with communication or smart technology are treated in the same way as mobile phones where they can be used to send or receive messages, make or receive calls, access the internet or communicate with others.

Pupils may wear a traditional watch to school. Smartwatches, however, must not be used during the school day.

Where a pupil brings a smartwatch to school, it must be switched off and securely stored in the same way as a mobile phone. It must not be worn, accessed or used during lessons, when moving between lessons, at breaktimes or at lunchtimes unless a member of staff has specifically authorised its use.

Pupils must not use a smartwatch to make or receive calls, send or receive messages, access the internet, take photographs or recordings, or use any other communication or smart function during the school day.

The school recognises that smartwatches can be small and may be difficult for staff to identify as smart devices. Staff will therefore take reasonable steps to ensure that pupils do not use or access smartwatches during the school day.

If a pupil uses or accesses a smartwatch without permission, the device may be confiscated and stored securely in accordance with the school's behaviour policy. Staff will take reasonable care when handling and storing confiscated smartwatches.

Where a smartwatch or other smart device is required to support a pupil's specific medical needs, the school will agree an appropriate individual arrangement with the pupil's parent or carer. This may include access to medical information or monitoring through a connected device. Any arrangement will be managed in accordance with the pupil's medical needs and the school's relevant medical procedures.

Parents and carers are expected to support the school's approach by ensuring that pupils do not bring smartwatches to school unless there is a specific reason for doing so.

5.3 Sanctions

If a pupil is in breach of this policy.

- Mobile phones/ smart devices will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

- If a device is confiscated a parent will be asked to collect the device from the school office (It is at the Headteachers discretion to determine the length of time they deem appropriate according to the DfE's guidance on mobile phones in schools

- School staff have the power to search a pupils' phone in specific circumstances, such as having reason to believe the phone contains harmful images or it has been used to commit an offense or harm to another person, as set out in the DfE's guidance on searching, screening and confiscation

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 (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:

- 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 based on 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 (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, have their safeguarding induction 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, 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

Pupils who have agreed permission to bring a mobile phone/ device to school must ensure that their phones are appropriately labelled, ready to be stored away securely in the front 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.

School will

- Include the above disclaimer in our permission forms for bringing a phone to school and in the home school agreement
- Confiscated phones will be switched off and stored securely in the schools safe until a collection time has been arranged with parents
-

Lost phones should be returned to the school's main office. It is the responsibility of the phones owner to come and ask if it has been handed in, school staff will not investigate who the phone belongs to nor answer the device.

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 consider:

- 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

9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

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

1. 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 for a specific reason.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
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. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
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 any bad language while on the phone. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share inappropriate images or other harmful content.
12. You are not permitted to use any social media platforms.
13. 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.
14. 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.

10. 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 _____ 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:	

11. Appendix 3: Template mobile phone information slip 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 private, empty room
- 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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