



Mobile Phone Policy

Person Responsible: Charles Soyka Headteacher

Policy Reviewed: September 2026

Policy Next Review: September 2028 (in line with DfE implement changes)

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	3
4. Use of mobile phones by staff	4
5. Use of Mobile Phones by Pupils	5
6. Power to search pupils' phones	6
7. Use of mobile phones by parents/carers, volunteers and visitors	7
8. Loss, theft or damage	7
9. Monitoring and review	8
Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances	9
Appendix 2: Permission form allowing a pupil to bring their phone to school	10
Appendix 3: Template mobile phone information slip for visitors	11

1. Introduction and aims

At Yewtree 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 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 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.

The Headteacher is responsible for monitoring the policy and reviewed every 2 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 working on behalf of the school) may bring personal mobile phones onto the school site. However, personal mobile phones may only be used within the staffroom during non-contact time.

Mobile phones must not be used in classrooms, corridors, playgrounds or any area where pupils are present, unless specifically authorised for a work-related purpose.

Staff must not use personal mobile phones for:

- Video calls anywhere on the school site
- Taking photographs of pupils
- Recording video or audio
- Storing pupil information or personal data

Only school-issued devices, including school iPads, should be used within classrooms, during educational activities and at school events.

Failure to comply with these expectations may result in disciplinary action in line with the school's Staff Code of Conduct and Disciplinary Policy.

4.2 Smartwatches (Staff)

Staff may wear standard watches. However, smartwatches or any watch connected to a mobile phone or other electronic device must not be worn whilst working in school.

Smartwatches capable of receiving messages, notifications, calls, emails, photographs or internet-based communications must be stored securely in staff lockers alongside personal mobile phones throughout the school day.

Any device with communication capability will be treated in the same way as a mobile phone under this policy.

4.3 Photographs and Videos

Photographs and videos of pupils must only be taken using school-issued devices.

Staff may upload photographs showing children's faces to approved school communication platforms, including Seesaw, where parental consent has been obtained and recorded.

Where there is any uncertainty regarding parental consent, the image must not be uploaded until confirmation has been received.

All use of photographs and videos must comply with the school's Safeguarding Policy, Data Protection Policy and Online Safety Policy.

5. Use of Mobile Phones by Pupils

Pupils must not use mobile phones during the school day, including before registration, during lessons, break times, lunchtimes and whilst attending extra-curricular activities on school premises.

Mobile phones brought to school under exceptional circumstances must be switched off and handed to the school office immediately on arrival.

5.1 Smartwatches and Similar Devices (Pupils)

Pupils must not wear smartwatches or any watch connected to a mobile phone or other electronic device whilst in school.

Devices capable of making calls, sending or receiving messages, taking photographs, recording audio or connecting to the internet are not permitted for use during the school day.

Where a pupil is authorised to bring a mobile phone to school, any associated smartwatch or connected device must also be switched off and stored securely in accordance with the school's mobile phone procedures.

These devices will be treated as mobile phones for the purposes of confiscation and sanctions.

5.2 Medical and SEND Expectations

The School recognises that some pupils may require access to a mobile phone, smartwatch or other smart device to support a medical condition or special educational need. Where this is necessary, arrangements will be agreed on an individual basis by the Headteacher in consultation with parents/carers and relevant professionals. Any agreed adjustments will be documented and communicated to relevant staff.

5.3 Sanctions for staff

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

5.4 Sanctions for pupils

Pupils who fail to adhere to this policy will have their mobile phone confiscated. (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)

If a mobile phone is confiscated, the parent/carer is allowed to collect them at the end of the school day, following a meeting with the Headteacher or member of the Senior Leadership Team. Confiscated phones will be stored in the school office. Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE Guidance on Mobile Phones in Schools](#)

6. Power to search pupils' phones

The DfE guidance allows schools to search a pupil'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 (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 whether 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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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

7. 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, 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.

8. Loss, theft or damage

Pupils bringing mobile phones to school must make sure 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 or from school.

9. Monitoring and review

The school is committed to making sure 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 DfE, 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.

Appendix I: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement for pupils

You must obey 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, break time 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 making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
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 pornography or other 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.

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 pupil 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 a mobile phone 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 Acceptable use Agreement.

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

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

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 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.

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 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.

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 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.