Mobile phone policy

(including Smart watches)

South Lake Primary School

Approved by	Head Teacher	**Date:** September 2026
Last reviewed on:	03/09/2026	
Next review due by:	September 2027	

Contents

1. Introduction and aims 2
2. Relevant guidance 3
3. Roles and responsibilities 3
4. Use of mobile phones by staff 3
5. Use of mobile phones by pupils 5
6. Use of mobile phones by parents/carers, volunteers and visitors 7
7. Loss, theft or damage 7
8. Monitoring and review 8
9. Appendix 1: [Code of conduct / acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances 9
10. Appendix 2: Permission form allowing a pupil to bring their phone to school 10
11. Appendix 3: Template mobile phone information slip for visitors 11

1. Introduction and aims

At South Lake 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 Safeguarding , behaviour, Staff Conduct, Online Safety, Data Protection and EYFS.

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

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 Head Teacher is responsible for monitoring the policy and reviewing it annually, and holding staff and pupils accountable for its implementation. This policy will be updated according to changes in national guidance or any issues that arise.

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

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. e.g. taking photos and recording of pupils, their work, or anything else that could identify them. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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 / 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 Headteacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01189691672 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).

More detailed guidance on data protection can be found in the school data protection policy or ICT acceptable use policy.

4.3 Safeguarding

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

More detailed guidance on data protection can be found in the school data protection policy or ICT acceptable use policy.

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
- 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
- Make sure that all communication and 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 must not use their mobile phones on the school grounds 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).

Our school approach to pupils bringing mobile phones to school.

- Staff will collect mobile phones on arrival and store them in a secure location

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure 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

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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.

Pupils must not use their smartwatches on the school grounds 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).

- Staff will collect smartwatches on arrival and store them in a secure location

5.2 Sanctions

If a pupil is in breach of this policy the sanctions below will be followed:

- First warning. A verbal warning with a reminder about the mobile phone / smart watch policy and the mobile phone / smartwatch agreement will be issued and parents/carers will be informed.
- Any further breaches will result in the mobile phone / smart watch being confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If they are confiscated, parents will be asked to collect the mobile phone / smart watch from the office at the end of the day. (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)
- Any additional breaches will result in a ban from bringing in their mobile phone / smart watch.

The Head Teacher or Designated Safeguarding Lead have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows the Head Teacher or Designated Safeguarding Lead 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).

If inappropriate content or inappropriate behaviour is suspected the Safeguarding policy will be followed.

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

6. 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 school event, such as a school play / sports day or of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media.
- 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 an 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.

7. 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 when not in use during the school day. School staff must ensure they return phones to the owner only. No pupil may take another pupil's phone under any circumstances.

- Mobile phones and smartwatches must be turned off before being handed in.
- 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.
- Pupils and parents/carers will be aware of the disclaimer above by:
- Reminder/disclaimer displayed on the visitor sign-in system
- Mobile phone/smartwatch agreement
- A copy of our policy on the school website

Confiscated phones will be stored in the school office in a locked cabinet. The Headteacher and Deputy Headteacher will be responsible for this.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. 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 Head Teacher in a timely manner.

9. Appendix 1: [Code of conduct / acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances

[Pupil code of conduct / acceptable use agreement]

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

1. You may not use your mobile phone / smart watch throughout the school day or on the school grounds, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. Phones / watches must be switched off (not just put on 'silent').
3. You may not use your mobile phone / smart watch 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 / smart watch password(s) or access code(s) with anyone else.
7. Don't use your mobile phone / smart watch 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 / smart watch to send or receive anything that may be a criminal offence.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone / smart watch even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone / smart watch or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, and hand over, a phone / smart watch. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

10. Appendix 2: Permission form allowing a pupil to bring their phone / smart watch to school

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

The school has agreed to allow [pupil name] to bring [their] mobile phone / smart watch to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Need the phone / smart watch to support their medical needs

Pupils who bring a mobile phone / smart watch to school must abide by the school's policy on the use of mobile phones, and its [code of conduct / acceptable use agreement].

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: 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 the school office.
- 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 / smart watches 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.