



West View Primary School

Mobile Phone Policy

Policy approved by Governors: May 2026

Date for Review: May 2028

Aims

At West View Primary School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

This dedicated mobile phone policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Appropriate use of technology in the classroom
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage as well as risks to safeguarding and child protection

Throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

This policy should be read in conjunction with the following school documents and policies:

- Acceptable Use Agreements
- Anti-Bullying Policy
- Behaviour Policy
- Computing Policy
- Online Safety Policy
- Parent/Carer Code of Conduct
- Personal, Social, Health Education (PSHE) Policy
- Safeguarding and Child Protection Policy
- Social Media Policy
- Staff Behaviour Policy
- Use of Restrictive Intervention and Reasonable Force Policy
- Young Carers Policy

Relevant Guidance

This policy takes into account the following guidance documents:

- [Behaviour in schools - GOV.UK](#)
- [Keeping children safe in education - GOV.UK](#)
- [Mobile phones in schools - GOV.UK](#)
- [Relationships and sex education \(RSE\) and health education - GOV.UK](#)
- [Searching, screening and confiscation in schools - GOV.UK](#)

Roles and Responsibilities

Local Governors will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance
- Ensuring that the Designated Safeguarding Lead's remit covers the safe use of mobile phones in schools
- Supporting with the reviewing of this policy on a two yearly basis, or sooner if needed
- Ensuring that their own knowledge of the use of mobile phones in schools is up-to-date

All members of staff will be responsible for:

- Addressing any questions or concerns from parents/carers quickly
- Alerting a member of staff if they witness, or are aware of, a breach of this policy
- Clearly communicating the reasons for prohibiting the use of mobile phones
- Consistently enforcing this policy

The Headteacher, together with the Senior Leadership Team, is responsible for:

- Holding all stakeholders accountable for the implementation of this policy
- The monitoring and review of this policy

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone while children are present. Use of personal mobile phones must be restricted to areas of the school where children 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 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.

If special arrangements are not deemed necessary, school staff can use the school office number (01429 267466) as a point of emergency contact.

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). More information on Data Protection can be found in the Acceptable Use Agreements.

Safeguarding

Staff must not give their personal contact details to parents/carers or children and must not connect through social media or other messaging apps.

Staff must avoid publicising their contact details on any social media platform or website in order to avoid unwanted contact by parents/carers or children. Contact with parents and carers can be done through the main school telephone number or via a dedicated school email address that is provided for every member of staff, and every Governor, at the point of induction. If a parent or carer is wanting to contact a member of staff via email, they should direct their initial contact to the main office via Office@westview.adastraschools.org Office staff will then direct the communication to the most appropriate member of school staff.

Staff must not 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 a school device.

For further information, please refer to the Staff Behaviour Policy.

Using personal mobile phones 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:

- 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 the Staff Behaviour Policy
- Not use their phones to take photographs or recordings of children, their work or anything else that could identify a child
- Refrain from using their phones to contact parents/carers - if necessary, contact must be made via a school phone

Work mobile phone

Some members of staff are provided with a mobile phone by the school for work purposes. This phone therefore remains the property of the school.

Only authorised staff are permitted to use school mobile phones and access to the phone must not be provided to anyone without authorisation.

If a staff member has been given responsibility for, and access to, a work mobile phone, they must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Behaviour Policy
- Only use the phone and its functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

Use of mobile phones by children

Children are not permitted to use their mobile phone once they are on the school site - this includes when they are waiting for the doors to open at the start of the day or when they are leaving the site at the end of the day. Children are also not permitted to use their mobile phones during lessons, in the time between lessons, at breaktimes or at lunchtimes.

All mobile phones will be collected in from children as they enter the school building by a member of staff. Staff will sign each phone in and out of the school building. This will happen every day. The mobile phone will then be stored in a named wallet within a locked box called a [Lockabox](#). The code to this box is only known by a limited number of staff and will regularly be changed in order to support with safety. The Lockabox will be stored in the Deputy Headteacher's office during the school day.

All mobile phones will be handed to children by a member of staff as they leave the school building (and not prior to this).

Use of smart watches by children

Smart watches 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. The same procedure stands for smart watches as with mobile phones.

These will be collected in by a member of staff at the start of the school day as children enter the building. Smart watches will be stored in a named wallet within the Lockabox in the Deputy Headteacher's office and only returned to children as they leave the building at the end of the school day (and not prior to this).

School trips and residential

Children are not permitted to take any mobile phones, smart watches or other devices with them when attending school-organised trips or residential visits. This will be communicated to all parents and carers as part of all communications prior to a trip or residential visit taking place.

Exceptions

There may be some exceptions to this policy. For example, a pupil with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone in order to monitor their blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, it would not be reasonable for this to be prevented.

All exceptions would need the express permission of the Headteacher.

Where a child needs to make contact with their parent or carer during the school day e.g. because they are a young carer, this will be facilitated by a member of school staff, using a school-owned device. Therefore for this reason, there would be no exception granted.

Sanctions

If any child is found with a mobile phone on their person and they have not handed this in following the school's procedure (as outlined above) then the phone will be confiscated for the duration of the school day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).

If mobile phones are confiscated, this will be by a member of the Senior Leadership Team who will then store the phone in the appropriate class Lockabox until the end of the school day. A phone call will be made to parents/carers to inform them of the confiscation of the mobile phone and a request made for it to be collected at the end of the school day.

In each case, the sanction given must be reasonable and proportionate. We will also consider whether there are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability).

If it is suspected that the child's behaviour indicates that they may be suffering or at risk of harm, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

In exceptional circumstances, staff may search for and confiscate a mobile phone if there are reasonable grounds to believe it has been used inappropriately or contains material that breaches school rules. This is in accordance with the following guidance: [Searching, Screening, and Confiscation 2022](#)

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 attend any event at school. These rules and expectations will also be communicated in advance.

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.

Role of Parents and Carers

Parents and carers are expected to reinforce the content of this policy by ensuring that children do not bring their mobile phone to school unless needed and that any devices which are bought into school are turned off and stored securely following our collection processes.

We expect parents and carers to model responsible use of mobile phones at home and discuss with their children the importance of focusing on learning, respecting privacy and reinforcing to children how to use technology safely and appropriately. In order to model positive use of technology, we request that parents and carers communicate with school through official channels only, such as via our school office, rather than contacting their child directly on their mobile phone during the school day.

By working in partnership with school, parents and carers can help create a consistent message about responsible technology use and contribute to a safe, respectful and distraction-free learning environment.

Loss, theft or damage

Children bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely in the class Lockabox. Labelled wallets for each phone will be provided by class teachers.

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 phone provided to them. Failure by staff to do so could result in data breaches.

West View Primary School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport or while children are travelling to and from school.

Confiscated phones will be stored in the Deputy Headteacher's office in the class Lockabox.

Lost mobile phones should be returned to the main school office where attempts will then be made to locate the owner of the device.

Mobile Phones in the Curriculum

Our curriculum supports the teaching of how to use mobile phones safely in everyday life. It emphasises digital literacy, online safety and responsible technology use. Through both our computing and PSHE curriculum, children are taught how to use digital devices safely, respectfully and responsibly. Lessons cover topics such as protecting personal information, understanding the impact of online behaviour, recognising and reporting cyberbullying and knowing what to do if they encounter inappropriate content or contact.

Our PSHE curriculum includes the use of the myHappyMind programme across school, which further supports our teaching of staying safe online. Throughout this programme, mobile phone and internet safety concepts are naturally woven into the 'Engage' and 'Relate' modules. Concepts covered in these modules include how to stay safe online, managing screen time and understanding how the digital world impacts their brain and emotional well-being.

We also have dedicated online safety strands within our whole school computing curriculum, taught using [Project Evolve](#), which is an education toolkit that teaches children mobile safety through guided discussions.

Our curriculum across school also ensures that we cover all of the statutory guidance in the DFE's RSE guidance for schools, which requires schools to equip children with the knowledge and skills needed to stay safe online. This includes teaching the strands of digital literacy, privacy and reputation and wellbeing in relation to using mobile phones.

As a school, we will also regularly invite external speakers into school, such as our Safeguarding Provider, Clennell, and the Community Police, to deliver additional sessions for children in relation to keeping themselves safe online, including when using mobile phones and other digital devices.

This mobile phone policy reinforces our curriculum aims by providing consistent expectations for behaviour and responsible device use within the school environment.

Monitoring and Review

When reviewing the policy, we will take into account:

- Feedback from pupils, parents/carers and staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the Local Authority and any other relevant organisations

The Senior Leadership Team are responsible for monitoring the implementation of this policy across school.

This policy will be reviewed every two years by Miss Tailford, Deputy Headteacher, in consultation with the wider Senior Leadership Team. The next scheduled review date for this policy is May 2028. A review will take place sooner if there are updates to government guidance and statutory expectations or if updates are received as to how this policy and/or practice could be improved.

All changes to this policy will be communicated to all relevant stakeholders following approval by Local Governors.