

Burradon Community Primary School

Mobile Phones in School Policy



September 2026

Mobile Phones in School Policy

Aims and objectives

At Burradon Community Primary we recognise that mobile phones are an important part of everyday life for pupils, parents and staff. However, we also recognise the distraction and disruption mobile phones can have in school and we must keep our school community safe.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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;
- Potential for lesson disruption;
- Risk of theft, loss, or damage;
- Appropriate use of technology in the classroom.

Roles and responsibilities of Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. 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 annually in line with updates to the school safeguarding policy.

Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present and during contact time on mobile phones or smart watches.

Use of personal mobile phones or smart watches must be restricted to non-contact time, and to areas of the school where pupils are not present. There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. A safeguarding lead 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 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.

Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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. Staff may use their mobile phones to generate a CPOMS code to access CPOMS or a code to log onto their school email.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- 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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office. If an emergency arises staff would be expected to shield their own number before calling a parent.

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 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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

Whilst we do not encourage children to have a mobile phone in school we acknowledge that for some families it is a way to ensure child safety to and from school. Children in Year 4, 5 and 6 are permitted to bring a mobile phone into school. Children must ensure that they turn off their mobile phone when they enter the school and that they give the phone to their class teacher. These mobile phones will be stored securely in a locked box during the day and returned to the child at the end of the school day. The child is only permitted to turn their phone back on after leaving the school building and they should not be used in the yard and walkway areas. Parent/carers must read, understand, agree to the mobile phones in school policy and sign the mobile phone acceptable use agreement prior to a mobile phone being brought into school. (see appendix 1)

Smart watches are not permitted in school by pupils.

Medical Exceptions

For some children it may be necessary for them to need access to a mobile phone to monitor their medical care within school. In this instance the school will meet with parents/carers and the child to outline a specific agreement for this.

Sanctions

If a child does not adhere to the expectations of this policy, the school may:

- Confiscate the mobile phone and request that a parent/carer attend the school to collect it. and request that a child does not bring their mobile phone to school.

Use of mobile phones by parents, volunteers and visitors

(Ref: Volunteers in School Policy)

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 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 pupils.

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 or any SMART device to make contact with other parents / carers;
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

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.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately identifiable, and that they turn off the phone before giving it directly to the designated member of staff. Pupils must secure their 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 or smart watches 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.

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 any feedback from staff, parents and pupils as well as relevant advice from the Department for Education, the local authority or other relevant organisations.

This policy will be reviewed at least every year or sooner if required.

Appendix 1

Burradon Community Primary School

Mobile Phone Acceptable Use Agreement **for pupils in Year 4, Year 5 and Year 6**



Please note that all mobile phones brought into school are entirely at pupils own risk. Burradon Community Primary School cannot accept any responsibility for the security or any loss or damage to mobile phones brought into school.

I know that having a mobile phone is both a privilege and a responsibility. I agree to follow the rules below when I bring my mobile phone into school:

- I will turn my phone off when I arrive at the school gate and ensure it remains off for the school day.
- When I arrive in school, I will ensure my mobile phone is immediately handed to the class teacher.
- I know my mobile phone will be stored in the class locked box by my teacher.
- At the end of the school day, my class teacher will return my mobile phone to me.
- I will wait until I am outside of the school gates to turn on my mobile phone after leaving school.
- I know my mobile phone is not allowed on any school trips or residential trips.
- I know that my mobile phone must be easily identified by either my name / label or by an individualised charm or case.
- I will not use my device to make videos or take photos of myself or other children whilst in, or near to the school.

I accept the above rules and request permission for my child to bring their mobile phone into school.

Name of child: _____

Year Group: _____

Signature of child: _____

Date: _____

Name of parent / carer giving permission: _____

Signature of parent/carers: _____

Date: _____