



Coddington

— C of E —

Primary and Nursery
School

MOBILE PHONE POLICY (DRAFT)

Review Date	
Next review due	End of Sept 26
Reviewed by	Local Governing Body
Approval by Chair of Governors	

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1. Introduction and aims

At Coddington CofE 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 Deputy Head-Teacher is responsible for monitoring the policy and reviewing it every 2 years (or when major changes in statutory legislation take place), 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 if pupils are present. 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-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.

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 can be found in the 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. There may be occasions where this is required due to staff children attending the school. We recognise for the well-being of their children sometimes contact details will be shared with a small group of parents.

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 where possible. If this isn't possible any photographs taken on personal devices should be deleted at the earliest opportunity.

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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 School Mobile Phones

We have a school mobile phone which staff may take on trips and residential. Teachers may use this to call parents in an emergency. Only staff members 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

5. Use of mobile phones by pupils

Pupils may only bring a mobile phone into school if they are walking to or from school independently.

Parents/guardians must complete the online form confirming permission if they wish their child to have their phone on the school premises. This online form will be shared periodically with Year 5 and 6 families on Class Dojo, you may also request this from the class teacher. If the school does not have permission and a pupil brings a mobile phone into school, we will assume that families have not given permission for the device to be on site and it may be confiscated (see 5.3).

All pupils must have their mobile phone switched off before they enter the school site. This includes, all school grounds. When in school, the phone must be handed to either their class teacher or a member of breakfast club.

Phones will be returned to pupils at the end of the day but should remain off until they have left the school site. Any children attending After School Club will receive the phone back from the teacher and then will hand it into the After School Club Lead.

Pupils must not use their mobile phones 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).

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.

Smart watches that have the facility to communicate via text, make calls, take photographs or listen to music must be treated in the same way as mobile phones. They can be worn to and from school but should be handed in upon arrival.

5.2 Exceptions for special circumstances

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity (such as glucose monitoring). To request such permission, pupils or parents/carers should contact the Head-teacher or Deputy Head-Teacher.

Mobile Phones used for medical purposes should not be used for any other reason by the child during the school day. Anything not required to be used for medical purposes should be disabled wherever possible.

5.3 Sanctions

If a pupil is caught using a mobile phone on the school site (this includes before and after school), the mobile phone will be confiscated. Schools are permitted to confiscate mobile phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. Parents / Guardians will be notified of this and asked to collect the mobile phone when convenient.

If this happens on more than one occasion, the pupil may be banned from bringing a mobile phone onto the school premises for a set period of time.

6. Use of mobile phones by parents/guardians, 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 at an approved time



- Using any photographs or recordings for personal use only, and not posting on social media without consent of all in the photo
- 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 whilst with children
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil or the school

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 identifiable, ready to be stored away securely within their classroom. All phones must be switched off upon entering the premises and not switched on until the site has been left.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport or while pupils are travelling to or from school.

This disclaimer will be included on the form that gives permission for pupils to bring mobile phones to school and parents will agree that they accept this.

Any confiscated phone or those left at the end of the school day will be stored in the school office until they are collected.

Lost phones will be kept in the school office and an attempt made 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



Appendix 1: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school.

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.
- 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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