

# Mildene Primary School

## Mobile Phone Policy



**“Living and learning together”**

*kindness respect curiosity*

<b>Date Approved:</b>	May 2026
<b>Review date</b>	May 2027

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## 1. Introduction and aims

At Milldene 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.

Our 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
- Support the school's other policies, especially those related to child protection and behaviour: Safeguarding Policy; Behaviour and Relationships Policy

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 every 2 years, reviewing it, 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, while children 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 01621 816490 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 Microsoft Co-pilot).

### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers 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/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.

### **4.4 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 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 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 are not allowed access to mobile phones during the school day.

Only children in Year 6, whose parents/carers have requested that they travel to and from school independently and, in exceptional cases, children in other year groups, may bring a mobile phone to school.

Children who bring a mobile phone to school are expected to adhere to our home/school mobile phone agreement.

- Only children who travel to and from school independently are permitted to bring a mobile phone in to school.
- Before the child brings a mobile phone to school parents **must** have completed and signed the mobile phone agreement.
- Pupils, who have permission to have their phone in school, must place it in the phone box as they enter the school gate at the beginning of the day and collect it from the box at the end of the day.
- If the child attends breakfast club, they must put their mobile phone in the phone box when they enter school.
- Phones must be switched off before being placed in the box.
- The mobile phone boxes are stored securely in the school office.

### 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

- Smartwatches which can also be used to communicate by text etc are not permitted in school.

### 5.2 Exceptions for Special Circumstances

The school may permit pupils to use a mobile phone in school, in exceptional circumstances eg for a medical condition - diabetes. This will be considered on a case-by-case basis. To request such permission, parents/carers should contact the Headteacher and details will be included in the child's care plan.

Any pupils who are given permission must then adhere to the school's for mobile phone use (see appendix 1).

### 5.3 Sanctions

If a pupil is in breach of this policy one of the following sanctions will be applied:

- Confiscation of the mobile phone - handed back to child at end of the school day.
- Confiscation of the mobile phone - handed back to the parent/carer at the end of the day or at their earliest convenience.
- Communication with parents/carers regarding mobile phone use at school.

- A child being banned from bringing a mobile phone to school.

Please note staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. At Milldene Primary School, this will only be done with the direct permission of the headteacher.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether 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:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- 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/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 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 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, as set out in section 5 above, but must refer any 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**

All mobile phones must be turned off before being placed in the phone box at the school gate.

Staff must 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 and from school.

Confiscated phones will be stored in the school office in the designated phone box.

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 ensuring 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 Department for Education, the local authority and any other relevant organisations

### Linked policies

- Staff Code of Conduct
- Staff Disciplinary Policy
- Safeguarding Policy
- Behaviour and Relationships Policy

## 9. Appendix 1: Mobile Phone Home/School Agreement

### Home/School Mobile Phone Agreement - Year 6 2025/26

Only children in Year 6, whose parents/carers have requested that they travel to and from school independently and, in exceptional cases, children in other year groups, may bring a mobile phone to school.

Children who bring a mobile phone to school are expected to adhere to our home/school mobile phone agreement.

- Only children who travel to and from school independently are permitted to bring a mobile phone in to school.
- Before your child brings a mobile phone to school parents **must** have completed and signed the mobile phone agreement (attached).
- Pupils, who have permission to have their phone in school, must place it in the phone box as they enter the school building at the beginning of the day and collect it from the box at the end of the day.
- If your child attends breakfast club, they must put their mobile phone in the phone box when they enter school.
- Phones must be switched off before being placed in the box.
- The mobile phone boxes are stored securely in the headteacher's office.
- Pupils are **not** allowed to use their phones on school premises, this includes the playground.

If a pupil fails to follow the above, one of the following sanctions will be applied:

- Confiscation of the mobile phone - handed back to child at end of the school day.
- Confiscation of the mobile phone - handed back to the parent/carer at the end of the day or at their earliest convenience.
- Communication with parents/carers regarding mobile phone use at school.
- A child being banned from bringing a mobile phone to school.

All children will sign an Acceptable Use Policy. As part of our curriculum we teach children that modern technology is a powerful and useful part of living in today's society and how to keep themselves safe when using the internet and mobile devices.

The children are also taught that it is a criminal offence to use mobile phones to menace, harass or offend another person and if the school is made aware of inappropriate use of technology, the school may consider it appropriate to withdraw permission for the child to bring their phone to school or to involve the police

**Home/School Mobile Phone Agreement - Year 6 2025/26**

**Completed by parent/carer**

**Child's name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Please ✓

My child travels to or from school on their own and I give permission for them to bring their mobile phone to school.

I have read and agree that my child will follow the Home/School Mobile Phone Agreement.

I understand that if my child fails to follow the Home/School Mobile Phone Agreement, sanctions will be applied.

I have discussed the Home/School Mobile Phone Agreement with my child.

Signed: \_\_\_\_\_ parent/carer

Date: \_\_\_\_\_

**Completed by child**

I agree that I will follow the Home/School Mobile Phone Agreement.

Signed: \_\_\_\_\_ child

Date: \_\_\_\_\_

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

**Please keep page one and return the completed permission slip to Mrs Watson.**

## 10. Appendix 2: Permission form allowing a pupil to use their phone in school due to exceptional circumstances

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

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

- Need the phone to support their medical needs

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 policy.

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	
<b>Authorised by:</b>	
<b>Date:</b>	

## 11. Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones and similar devices in our school

- 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 or staff
- Do not use your phone in lessons, or when working with pupils

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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