

Mobile Phone Policy

This Policy includes the Early Years Foundation Stage

GLENTHORNE COMMUNITY PRIMARY SCHOOL



Date Prepared: January 2024

Date Approved by Governing Body: January 2026

Reviewed: January 2026

Next Review: January 2027

Version Number	Reason for Change	Date
1	Incorporated new guidance from DFE plus extra parts about turning on and off outside gates. Added links to other policies.	January 2026



Glenthorne Community Primary School.

Mobile Phone Policy

This Policy includes the Early Years Foundation Stage

Introduction

Glenthorne Community Primary School is committed to safeguarding and promoting the welfare, wellbeing and learning of all pupils. In line with the Department for Education (DfE) guidance updated in January 2026, the school operates as a mobile-phone-free environment for pupils. We recognise that some older primary-aged pupils may own mobile phones, particularly to support safe travel to and from school. However, mobile phones can present risks to safeguarding, behaviour and learning. For these reasons, pupils are not permitted to use mobile phones during the school day.

Aims and objectives

The aims of this policy are to:

- explain how the school manages mobile phones in school;
- explain the rationale for this approach;
- outline expectations for pupils, parents, carers, staff and visitors;
- set out the limited circumstances in which exceptions may be agreed;
- ensure compliance with Department for Education guidance (January 2026).

Policy for pupils

The school policy is that pupils should not bring mobile phones or smart devices to school. Mobile phones include any device that can send or receive messages, access the internet, or record audio, images or video, including smart watches with messaging capability.

Mobile phones must not be used at any time during the school day, including:

- lessons;
- breaktimes and lunchtimes;
- before- and after-school clubs;
- while moving around the school site, including at the end of the day

If a pupil is found in possession of a mobile phone without permission:

- the phone will be confiscated by a member of staff;
- the phone will be taken to the school office and stored securely;
- the phone will be returned to the pupil at the end of the school day;
- repeated incidents will result in the phone being returned directly to a parent or carer and may lead to further action in line with the Behaviour Policy.

The school does not allow pupils to use mobile phones because:

- they distract pupils from learning and social interaction;
- they present safeguarding and online safety risks;
- they can be misused for cyberbullying or accessing inappropriate content;
- staff time may be taken up investigating lost or damaged phones.

Exceptions

In line with DfE guidance, limited exceptions may be agreed in specific circumstances.

Year 5 and 6 pupils

A pupil in Year 5 or 6 may be permitted to bring a mobile phone to school if:

- they walk to and from school independently; and
- a parent or carer has completed a Mobile Phone Permission Form; and
- permission has been granted by the Head Teacher.

Where permission is granted:

- the pupils turns the phone off as they walk through the school gate;
- phones are not used walking through the playground and to class;
- the pupil must hand their phone to their class teacher at morning registration;
- the phone will be stored securely during the school day;
- the phone will be returned to the pupil at the end of the day;
- the pupil will not have access to the phone at any time during the school day;
- it is only turned back on as they leave the school site

Medical or additional needs

- In some cases, a mobile device may be required for medical reasons (for example, diabetes monitoring). In such circumstances, the Head Teacher must be consulted and appropriate arrangements agreed and documented.
- The school does not accept any liability for loss or damage to mobile phones brought onto the school site. Parents and carers must sign to acknowledge this before permission is granted.

Misuse of mobile phones

Misuse of mobile phones includes, but is not limited to:

- taking photographs or videos;
- accessing the internet or social media;
- cyberbullying;
- sending or receiving inappropriate messages or images.

Any misuse will be treated as a serious breach of school rules and dealt with in line with the Behaviour Policy and Safeguarding Policy.

Policy for staff

Staff may carry personal mobile phones but must adhere to the following:

- mobile phones must be on silent during teaching time;
- mobile phones must not be used for personal reasons in the presence of pupils;
- staff may use mobile phones in staff-only areas during break and lunchtimes;
- in Early Years, all personal mobile phones must be stored securely and not accessed while children are present;
- staff supervising pupils outdoors or offsite may carry mobile phones for emergency use only.

- Certain staff roles (for example, Site Manager, Leadership Team or Family Support Worker) may require access to mobile phones during the school day for operational or safeguarding reasons.

School-owned mobile phones or iPads must be used for:

- photographs;
- educational purposes;
- school social media.

Policy for visitors

- All visitors must store mobile phones securely in the lockers on arrival at school, unless permission is granted by the Head Teacher.
- Visitors may only use mobile phones in staff-only areas unless authorised.
- Local Authority, or specialist services visitors can only use their phones, if permission has been given for them to carry their phones with them, in offices or the staffroom.

School trips and visits

- Pupils are not permitted to bring mobile phones on school trips or residential visits.
- Staff will carry mobile phones or school devices to ensure effective communication and safeguarding.
- In the event of delays or emergencies, parents and carers will be contacted by the school.

Online safety education

The school provides age-appropriate education on:

- online safety;
- digital wellbeing;
- responsible use of technology.

This forms part of the wider safeguarding and PSHE curriculum.

Monitoring and review

The Head Teacher is responsible for monitoring the implementation of this policy.

Incidents involving mobile phones will be recorded and reviewed.

This policy will be reviewed annually or sooner if Department for Education guidance changes.

This policy should be read alongside the following:

- Behaviour and Relationship Policy
- Safeguarding Policy
- Online Safety Policy
- Keeping Children Safe in Education
- <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>



Glenthorne Community Primary School
Mobile Phone Permission Form



Mobile phones will only be accepted under certain circumstances, for example, children walking home alone.

I would like my child to bring their mobile phone to school for the following reason:

I understand the following:

- My child will turn their phone off when they arrive at the school gate
- My child will give their phone to their teacher at the beginning of the school day and pick it up when they leave school. They will not have access to their phone during the school day (including before and after school club).
- My child must not misuse their mobile phone on school property for example, cyberbullying, viewing the internet inappropriately and sending or receiving inappropriate images of members of the school community.
- The school is not liable for any loss or damage caused to mobile phones whilst they are at school.

Please note that this form must be signed by a parent or legal guardian of the child concerned.

Your child's name: _____

Class: _____

Relationship to child: _____

Your signature: _____

Date: _____

Child's signature: _____

Date: _____