



St Michael's
C.E. Primary School

Mobile Phone Policy

Last reviewed: September 2026
Next review due: September 2027



"Courage to Flourish in the Love of God"

Our Theologically Rooted Christian Vision



Courage to Flourish in the Love of God

"I have come that [you] may have life, and have it to the full" (John 10:10)



*"Be strong and courageous... the Lord your God will be with you
wherever you go." (Joshua 1:9)*

These biblical texts underpin our vision summary, 'Courage to Flourish in the Love of God'. Jesus' words from the New Testament describe his desire for everyone to be a full and flourishing version of their created selves, experiencing life in all its vibrant fullness, individually and in community. Our ambition is for everyone to encounter this fullness through the life and work of the school, whatever their background, beliefs or circumstances. God's words to Joshua from the Old Testament illustrate how life, and learning, can be challenging, bringing setbacks and discouragement. These words inspire us to keep on going in those circumstances, confident that God watches over us and walks beside us.

The joining of these biblical texts is meaningful for the particular circumstances of our school community. It gives coherence to our aspirational vision that will grow courage and resilience as enablers of 'life in all its fullness' for everyone. To support our vision, we have seven overarching Christian values:

COURAGE



Phillippians 4:13

"I can do all things through him who strengthens me."

HOPE



John 1:5

"The light shines in the darkness, and the darkness has not overcome it."

LOVE



1 Corinthians 13:4-8

"Love is patient and kind... it does not rejoice at wrongdoing but rejoices with the truth."

FORGIVENESS



1 John 1:9

"If we confess our sins, he is faithful and just and will forgive us"

TRUST



Proverbs 3:5-6

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight."

COMMUNITY



Hebrews 10:24

"Let us be concerned for one another, to help one another to show love and to do good."

THANKFULNESS



1 Thessalonians 5:18

"Be thankful in all circumstances, for this is God's will for you"

1. Introduction and aims

At St Michael's CE Primary School, we are committed to providing a safe, focused and positive learning environment for all pupils.

The school is a mobile phone-free environment during the school day. Pupils must not use mobile phones or other communication-enabled smart devices on the school site during the school day unless an individual exception has been agreed for a specific medical, safeguarding or accessibility need.

This policy aims to:

- ensure that the school remains mobile phone-free by default;
- protect pupils from safeguarding and online safety risks;
- minimise disruption to teaching, learning and social interaction;
- promote positive behaviour and healthy relationships;
- protect personal information and maintain data security;
- provide clear expectations for pupils, staff, parents and carers, visitors and volunteers;
- ensure that any necessary use of mobile phones is safe, appropriate and proportionate.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy;
- Positive Relationships and Behaviour Policy;
- Online Safety Policy;
- Acceptable Use Policies;
- Staff Code of Conduct;
- Data Protection Policy;
- Educational Visits Policy.

For the purposes of this policy, the term mobile phone also includes communication-enabled smart devices where appropriate, including smartwatches.

2. Relevant guidance

This policy has been developed with regard to relevant legislation and Department for Education guidance relating to:

- mobile phones in schools;
- behaviour in schools;
- searching, screening and confiscation;
- safeguarding and child protection;
- data protection.

The school will ensure that its approach remains consistent with current statutory requirements and national guidance.

3. Roles and responsibilities

3.1 The headteacher

The headteacher is responsible for:

- ensuring that this policy is implemented consistently;
- making decisions about exceptional circumstances in which a pupil or member of staff may need access to a mobile phone;
- ensuring that breaches of the policy are addressed appropriately;
- ensuring that staff, pupils and parents understand the school's expectations;
- overseeing the monitoring and review of this policy.

3.2 Staff

All staff, including teachers, teaching assistants, support staff and supply staff, are expected to:

- follow this policy;
- model appropriate and professional use of mobile phones;
- challenge breaches of the policy consistently;
- report safeguarding concerns arising from mobile phone or smart device use immediately;
- follow the school's safeguarding, behaviour and data protection procedures.

Volunteers and others working in the school must inform a member of staff if they witness or become aware of a breach of this policy.

3.3 Governing board

The governing board will support the school in maintaining a safe and appropriate approach to mobile phone use and will monitor the implementation of this policy as part of its wider oversight of safeguarding, behaviour and school culture.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff must not use personal mobile phones for personal purposes while supervising or working directly with pupils.

Personal mobile phones should be kept securely away and turned off during contact time and should not normally be visible to pupils.

Staff may use their personal mobile phones during non-contact time in appropriate staff-only areas, such as the staffroom or offices, where pupils are not present.

There may be exceptional circumstances in which a member of staff needs access to their personal mobile phone during the school day. Such arrangements should be agreed with the headteacher or a member of the senior leadership team.

The school office should normally be used as the point of emergency contact for staff during the working day.

4.2 Safeguarding

Staff must not:

- give their personal mobile telephone number to pupils;
- use personal mobile phones to communicate directly with pupils;
- use personal messaging applications or social media to communicate with pupils;
- use personal mobile phones to take photographs, videos or audio recordings of pupils;
- store photographs, videos, recordings or personal information about pupils on personal devices.

Where photographs or recordings are required for legitimate educational purposes, staff must use school-authorised equipment and systems.

Staff must follow the school's Child Protection and Safeguarding Policy, Online Safety Policy, Acceptable Use Policy and Staff Code of Conduct at all times.

4.3 Data protection and confidentiality

Staff must not use personal mobile phones to store or process confidential information about pupils, families or staff unless an approved school system is being accessed securely and the use has been authorised.

Personal or confidential school information must not be entered into unapproved applications, platforms or artificial intelligence tools.

Any suspected loss of personal data or breach of confidentiality must be reported immediately in accordance with the school's data protection procedures.

4.4 Use of personal mobile phones for legitimate work purposes

There may be limited circumstances in which staff need to use a personal mobile phone for an authorised work purpose. This may include:

- multi-factor authentication;
- a school lockdown;
- emergency situations or evacuations;
- authorised use during an off-site educational visit;
- situations in which no suitable school device is available and permission has been given by a member of the senior leadership team.

Any such use must be:

- necessary;
- proportionate;
- professional;
- consistent with safeguarding and data protection requirements.

Personal mobile phones must never be used to photograph or record pupils.

Where possible, communication with parents and carers should take place through official school communication systems rather than through a staff member's personal telephone number.

4.5 Educational visits

The Educational Visit Leader will determine appropriate communication arrangements for each visit.

Staff may carry mobile phones for safety and emergency communication where this forms part of the arrangements for the visit.

Staff must:

- maintain appropriate professional boundaries;
- protect their personal contact details wherever possible;
- not photograph or record pupils using personal devices;
- follow the school's Educational Visits Policy and safeguarding procedures.

4.6 Breaches by staff

Failure by a member of staff to comply with this policy may be addressed through the school's staff conduct or disciplinary procedures.

Any safeguarding concern relating to the use of a mobile phone or personal device will be managed in accordance with the school's safeguarding procedures.

5. Use of mobile phones by pupils

5.1 General expectations

St Michael's CE Primary School is a mobile phone-free environment during the school day.

Pupils in Nursery to Year 5 are not permitted to bring mobile phones to school.

Pupils in Year 6 only may bring a mobile phone to school where parents or carers consider this necessary, for example because the pupil:

- walks to or from school independently;
- travels home without an adult;

- needs to contact a parent or carer before or after the school day.

Mobile phones are not required for use during the school day and must not be used on the school site.

Parents and carers who need to contact their child during the school day must do so through the school office.

5.2 Arrangements for Year 6 pupils

Any Year 6 pupil bringing a mobile phone to school must follow the school's procedures.

The phone must:

- be switched off before the pupil enters the school site;
- be handed to the class teacher at the start of the school day;
- remain switched off while in the school's possession;
- be transferred to the school office and stored securely in a locked location;
- remain securely stored until the end of the school day;
- be handed back to the pupil at the end of the school day.

Once the phone has been returned, the pupil must keep it switched off until they have left the school site.

Pupils must not:

- switch on or use their phone anywhere on the school site;
- keep a mobile phone in their bag, pocket or personal belongings during the school day;
- use the phone to take photographs, videos or audio recordings on the school site;
- use the phone to contact parents, carers or other pupils during the school day.

A pupil who needs to contact a parent or carer during the school day must speak to a member of staff, who will arrange contact through the school office where appropriate.

5.3 Smartwatches and other communication-enabled devices

Smartwatches and other devices that can:

- make or receive calls;
- send or receive messages;
- access the internet;
- take photographs or recordings,

are treated in the same way as mobile phones.

Pupils must not use communication-enabled smart devices during the school day.

Where a Year 6 pupil brings such a device to school because it is needed for their journey to or from school, the same storage arrangements as those for mobile phones will apply where appropriate.

Ordinary watches and non-communication-enabled fitness trackers may be worn unless they cause disruption to learning.

5.4 Medical, safeguarding and accessibility exceptions

The school may make an individual exception where a pupil requires access to a mobile phone or smart device because of a documented:

- medical need;
- disability or accessibility need;
- safeguarding need;
- other exceptional circumstance.

Any exception must be agreed by the headteacher, designated safeguarding lead or another appropriate senior leader.

The agreed arrangements will clearly specify:

- when the device may be used;
- where it will be stored;
- what functions may be accessed;
- any additional safeguards required.

6. Breaches of the policy by pupils

If a pupil brings a mobile phone to school in breach of this policy, or fails to follow the agreed procedures, the phone will be handed to a member of staff and stored securely in the school office.

Examples of a breach include:

- a pupil in Nursery to Year 5 bringing a mobile phone to school without an agreed exceptional reason;
- a Year 6 pupil failing to hand their phone to the class teacher at the start of the day;
- keeping a phone in a bag, pocket or personal belongings;
- switching a phone on while on the school site;
- using a phone during the school day;
- using a phone to photograph, film or record another person.

The school's response will be reasonable and proportionate and may include:

- reminding the pupil of the school's expectations;
- informing the parent or carer;

- requiring the phone to be collected by a parent or carer;
- applying an appropriate consequence in line with the Behaviour Policy;
- withdrawing permission for the pupil to bring a mobile phone to school.

Repeated or deliberate breaches may result in the pupil no longer being permitted to bring a phone onto the school site.

Refusal to hand over a mobile phone when instructed by a member of staff will be treated as a breach of the school's Positive Relationships and Behaviour Policy.

In responding to any breach, the school will consider:

- the age and needs of the pupil;
- any special educational need or disability;
- any relevant medical or safeguarding circumstances;
- whether the behaviour may indicate that the pupil is suffering, or is at risk of, harm.

Where a safeguarding concern is identified, staff will follow the school's safeguarding procedures and report the concern to the designated safeguarding lead or a deputy.

6.1 Searching and examining a device

Staff will not routinely search the contents of a pupil's mobile phone.

Where there is reason to believe that a device contains evidence relating to:

- a safeguarding concern;
- harmful or inappropriate content;
- bullying or harassment;
- a criminal offence;
- content that may cause harm to another person,

the school will follow current statutory guidance relating to searching, screening and confiscation and its safeguarding procedures.

The designated safeguarding lead or a member of the senior leadership team should be involved where there is a safeguarding concern.

Staff must not intentionally view or copy nude or semi-nude images of children. Any concern relating to such imagery will be managed in accordance with the school's safeguarding procedures and current national guidance.

Where necessary, the school may involve parents and carers, children's social care, the police or other appropriate agencies.

6.2 Inappropriate use outside school

The school recognises that inappropriate use of mobile phones and social media outside the school day can sometimes affect pupils' safety, wellbeing, relationships or behaviour in school.

Where online behaviour outside school has a direct impact on pupils or the school community, the school may take appropriate action in accordance with its Behaviour Policy, Online Safety Policy and safeguarding procedures.

This may include incidents involving:

- bullying or harassment;
- threats;
- abusive or discriminatory messages;
- sharing photographs or recordings without consent;
- harmful sexual behaviour;
- the sharing of nude or semi-nude images;
- other behaviour that places a pupil at risk of harm.

7. Use of mobile phones by parents and carers

Parents and carers are expected to support the school's mobile phone-free approach.

Parents and carers must:

- contact the school office if they need to communicate an urgent message to their child;
- not encourage pupils to use or check mobile phones during the school day;
- follow staff instructions regarding photography and recording at school events;
- not use mobile phones in a way that compromises the privacy or safeguarding of pupils.

Parents and carers should not contact their child directly on a personal mobile phone during the school day.

Where pupils are taking part in an off-site visit, parents and carers must follow the communication arrangements provided by the school rather than contacting pupils directly unless specifically advised otherwise.

7.1 Photography and recording at school events

For safeguarding and privacy reasons, parents and carers are not permitted to take photographs, videos or audio recordings at school events.

This includes, but is not limited to:

- assemblies;
- performances;

- concerts;
- sports events;
- celebrations;
- curriculum events;
- other activities involving pupils.

Where appropriate, the school may take photographs or recordings using school-authorised equipment and in line with parental consent, safeguarding procedures and data protection requirements.

Parents and carers must follow any instructions given by staff regarding photography and recording at all times.

8. Visitors, volunteers, governors and contractors

Visitors, volunteers, governors and contractors must use mobile phones responsibly while on the school site.

They must:

- keep personal mobile phone use to a minimum;
- not use mobile phones while working directly with pupils unless authorised;
- not take photographs, videos or audio recordings of pupils unless expressly authorised by the school;
- follow the school's safeguarding and confidentiality requirements.

Where a visitor needs to make or receive a telephone call, they should move to an appropriate area away from pupils wherever possible.

Anyone working regularly with pupils must follow the same safeguarding expectations that apply to staff.

9. Loss, theft or damage

Any mobile phone or communication-enabled device brought to school by a pupil is brought entirely at the owner's risk.

The school accepts no responsibility or liability for the loss, theft or damage of any mobile phone or communication-enabled device brought onto the school site, including while the device is being stored in accordance with this policy.

Parents and carers are responsible for deciding whether it is necessary and appropriate for their child to bring a device to school and should be aware that the school cannot accept financial responsibility for any loss, theft or damage.

Where a Year 6 pupil brings a mobile phone to school in accordance with this policy, the phone must be handed to the class teacher at the start of the school day. It will then be transferred to

the school office and stored in the designated secure, locked location until the end of the school day.

The school will take reasonable steps to store devices securely while they are in its possession; however, this does not mean that the school accepts responsibility or liability for any loss, theft or accidental damage.

Parents and carers should ensure that any device brought to school is clearly identifiable and is appropriately protected, for example by using a suitable protective case.

Pupils are strongly advised not to bring expensive or unnecessary devices to school.

Any device found on the school site should be handed to the school office.

10. Safeguarding

Any use of a mobile phone or smart device that raises a safeguarding concern must be reported immediately to the designated safeguarding lead or a deputy designated safeguarding lead.

This includes concerns relating to:

- bullying or harassment;
- inappropriate contact with children;
- grooming or exploitation;
- harmful or inappropriate online content;
- photography or recording without consent;
- sexual messages or imagery;
- threats or abuse;
- any indication that a child may be at risk of harm.

The school will follow its Child Protection and Safeguarding Policy and current statutory safeguarding guidance.

11. Education and prevention

The school will teach pupils about safe, responsible and respectful use of technology through the curriculum and wider safeguarding education.

This will include, where age appropriate:

- online safety;
- privacy and personal information;
- healthy use of technology;
- cyberbullying;
- respectful online communication;

- harmful content;
- sharing images and consent;
- how to report concerns and seek help.

The school will help pupils understand the benefits of a mobile phone-free school environment, including improved:

- concentration;
- engagement in learning;
- face-to-face communication;
- social interaction;
- safety and wellbeing.

12. Monitoring and review

The school will monitor the implementation and effectiveness of this policy through:

- safeguarding records;
- behaviour records;
- feedback from pupils, staff and parents or carers;
- monitoring of any incidents involving mobile phones or smart devices;
- changes to legislation and Department for Education guidance.

The policy will be reviewed regularly and updated when necessary.