



Shipton Bellinger Primary School

Mobile Phone Policy

Spring 2026

1. Introduction and aims

At Shipton Bellinger 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

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 3 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.

3.2 Governors

Governors are responsible for monitoring the implementation of this policy and reviewing it.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phones for personal reasons in front of pupils throughout the school day.

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 and other offices in the school).

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 01980 843369 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 Bard).

Staff access to CPOMs via a mobile phone is acceptable and does not process or store personal data, or any other confidential school information, on the device due to it being an internet platform.

Further information can be found in the Data Protection Policy, Safeguarding Policy and in the Acceptable Use Policies and Agreements.

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.

Further information can be found in the Social Media Guide, the Online Safety Policy and the Acceptable Use Policies and Agreements.

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:

- 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
- 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 Work phones

There are two school mobile phones and these will be given to staff by the school for work purposes only.

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

4.6 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

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day. Pupils are not permitted to bring mobile phones into school. However, there may be circumstances in which it's appropriate for a pupil to bring a mobile phone into school. For instance pupils travelling to and from school, where not having a mobile phone poses a risk or perception of a risk. In these circumstances, parents need to complete the permission form (Appendix I). The headteacher will decide on a case-by-basis whether to allow for special arrangements. If permission is granted, the mobile phone will be handed into the school office at the beginning of the school day, stored securely in the office throughout the day and then collected at the end of the school day.

If special arrangements are not deemed necessary, parents can use the school office number 01980 843369 as a point of emergency contact. The school office can also communicate to parents, giving messages about their child using this method.

Mobile phones will not be permitted on school residential visits.

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 which includes smartwatches.

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 smart watches have wellness and health-related features.

Pupils are not permitted wear smartwatches in school or on school residential visits.

5.2 Sanctions

Outlined below are the steps the school will take if a pupil is in breach of this policy:

- Mobile phones will be confiscated under sections 91 and 94 of the Education and Inspections Act 2026.
- If a mobile phone is confiscated, the pupil's parent will be called and advised to collect the mobile phone from the school office at the end of the school day.
- The mobile phone will remain secure in the school office.

The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or it is being/ has been used to commit an offence or cause harm to another person. This is set out in the DfE's guidance on searching, screening and confiscation.

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

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part I of [Keeping Children Safe in Education](#)

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 while on the school premises 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.

Parents/carers are not permitted to make audio and/or video recordings when having a meeting with a member of school staff. There may be circumstances that this may be permitted, such as the additional needs of the parent/carer. When this is the case, parents/ carers must ask permission prior to the meeting for an audio and/or video recording to be taken. This permission will then be sought by the Headteacher and it will be assessed on a case by case basis.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely in the school office when not in use.

Pupils must secure their mobile 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 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.

- This disclaimer is stated on the permission forms for bringing a phone to school
- This disclaimer will be included in our Home-school agreement from Autumn 2026
- A copy of the policy will be available on the school website, but it will also be provided to new pupils and parents/carers.

Confiscated phones will be stored in the school office in a locked cabinet.

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

If there are any concerns regarding this policy, these should be brought to the attention of Bev Seed, Headteacher who can be contacted via the school office.

9. Appendix I: Permission form allowing a pupil to bring their phone to school



PUPIL DETAILS

Pupil name:

Year group/class:

Parent/carer(s) name(s):

The school has agreed to allow _____ to bring their mobile phone to school because they:

- > Travel to and from school alone
- > Are a young carer
- > 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.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

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.

Parent/carer signature: _____

FOR SCHOOL USE ONLY

Authorised by:

Date:

10. Appendix 2: Mobile phone information for visitors (displayed on sign in information)

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 Staffroom or School Office
- Do not take photos or recordings of pupils (unless it is your own child), 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.