



## Mobile phone policy

### Whole school and EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date created: March 2026

Implementation: 1 April 2026

Reviewed: July 2026

Review: July 2027

### Context

This policy aligns with the DfE's expectations effective 1 April 2026 requiring schools to prohibit the use of mobile phones and similar smart technology as part of a consistent behaviour framework. The policy is written with reference to the following documents:

- [Mobile phones in schools - GOV.UK](#) effective 1 April 2026.
- [Behaviour in Schools - Advice for headteachers and school staff February 2024](#)
- KCSIE 2026

### This policy aims to:

- Promote pupils' wellbeing and safety.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and visitors.
- Support the school's other policies, especially those related to child protection and behaviour.

### This policy applies to:

- All pupils during the entire school day (arrival to departure).
- All school premises including playgrounds, classrooms, corridors and dining areas.
- All devices with smart functionality: mobile phones, smart watches, and any device capable of messaging, notifications, audio/video recording, or internet access. References to mobile phones in this policy should also be taken to refer to other communications and smart technology.



## Implementation

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 school will address any questions or concerns from parents quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

## Pupils

All schools should be mobile phone-free environments by default; anything other than this should be by exception only.

Our school operates a clear and consistent mobile phone policy where pupils are not permitted to bring mobile phones into school. Mobile phones, watches and accessories with internet access are not permitted in school. Pupils know that mobile phones are not to be brought into school or used whilst at school.

The school does not allow pupils to bring their own device to school and does not have a Bring Your Own Device (BYOD) scheme to supplement the school's use of laptops or tablets for learning.

Pupils are taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure that they understand the decision being taken by their school to prohibit the use of mobile phones. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. The DfE's guidance on relationships and sex education (RSE) and health education (<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>) provides information on how the school ensures that pupils are safe online, including how their information and data can be shared and how to consider the effects of their online actions.

## Residential and Off-Site Activities

For trips, and residential, the same no mobile phone policy and rules apply.

## Exception for Year 6 pupils who walk to and from school

Exceptions are made for children who walk to school independently. These pupils must hand their mobile phone in to a senior leader at the gate, placing it in a basket for safekeeping. Pupils below Year 6 do not walk home alone, so there is no need for anyone in the lower year groups to have a mobile phone.

## Sanctions

Pupils who ignore this policy and use a mobile or other unauthorised device on school premises will be required to give their phone/device to a member of staff and pupils will be asked to collect it from Front Office at the end of the day.



## Searching pupils

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item identified in the school rules as an item that may be searched for. Mobile phones and similar devices are something that may be searched for. Staff should refer to the 'searching, screening and confiscation in schools' guidance regarding searching a pupil (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>).

## Why we chose this policy

We have made a conscious decision not to allow pupils to have mobile phones or personal electronic accessories with internet access in school. The only exception is for pupils in Year 6 who leave their mobile phone at the front office on arrival and collect it at the end of the day to ensure their safety walking to and from school in London.

Staff model the same expectations. Staff are not permitted to use their phone outside of the staffroom, staff workrooms and other private spaces within the school premises. Parents are also asked to keep mobile phones out of sight when attending events at the school and when collecting their children.

## Use of mobile phones by staff

There are school mobile phones for use during educational trips and residential.

Use of personal mobile phones by staff (including volunteers, contractors and anyone else otherwise engaged by the school) must only be used during non-contact time with children and is restricted to areas of the school where pupils are not present (such as the staffroom, staff workroom and offices).

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 CoPilot).

Exceptions:

Staff may use their mobile phone to access school work-related resources on devices that require two-factor authentication if no other method is available for such purpose.

Staff may request permission from the Head to have their mobile phone on them, hidden from view, on a given day to receive a pre-arranged call back from a medical professional to support their wellbeing. Permission must be gained in advance.

Should staff require their mobile phone to measure their medical status, for example, insulin levels if diabetic, the member of staff should alert the Head who will provide permission for them to have their mobile phone as an exception for that purpose.

## Use of mobile phones by parents, volunteers and visitors

Where the text uses the word 'parent' it should be read as inclusive of carers and any person with parental responsibility.



Parents should support the school's phone-free environment by ensuring that children do not bring phones to school (unless in Year 6 and walking to and from school). The school also encourages parents to reinforce messages about safe mobile phone use supporting the school's policy.

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 or using any photographs or recordings unless the Head/school provides permission at the event.

Parents, visitors and volunteers are informed, and reminded, of the rules for mobile phone use when they sign in at the Front Office or attend an event at 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.

### **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 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

### **Communication of the Policy**

The school will ensure that the mobile phone policy is:

- Published and accessible to pupils, staff and parents.
- Reinforced through assemblies, signage and parent communication updates.

For further information please refer to:

- [teaching online safety in schools](#)