

Mobile Phone and Electronic Devices Policy

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1. Introduction and Aims

At Clapgate Primary School we recognise that mobile phones and other electronic devices are an important part of everyday life for our pupils, parents/carers, and staff, as well as the wider school community.

This policy refers to all electronic devices able to take pictures, record videos, and send or receive calls and messages. This includes smartwatches, cameras, mobile telephones, tablets, and any recording devices. More and more devices are technically capable of connecting us to the outside world, therefore, we will adapt this policy as appropriate to include all applicable devices in order to safeguard children.

At Clapgate Primary School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

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

2. Relevant Guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

This policy also complies with statutory safeguarding guidance and with the safeguarding and welfare requirements outlined in the Early Years Statutory Framework (2026).

3. Roles and Responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 Designated Safeguarding Lead responsible for monitoring the policy and reviewing it every year, 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

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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 during the school day, while children are present. Use of personal mobile phones and other devices with imaging and sharing capabilities (including smartwatches) must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). The school caretaker will be the only staff member to be authorised to have use of his phone whilst on the school premises (and during contact time) as he would be unable to carry out his site management duties without it.

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 0113 271 6700 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 Gemini).

More detailed guidance on data protection can be found within the schools Data Protection Policy.

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 guidance relating to communication between staff and parents/carers can be found in the schools Online Safety Policy.

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 or a similar device during the school day in front of pupils 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

Educational Visits

Staff are permitted to use personal mobile phones when supervising residential visits or school trips, however, will only use the school mobile to contact parents/carers in necessary circumstances.

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 (unless caller ID is hidden). Where possible, contact should be made via the school office.

4.5 Work Phones

A school mobile phone is kept on site for work purposes.

Only authorised staff are permitted to use the mobile, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school 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 statutory mobile phone guidance requires schools to have a policy that prohibits the use of mobile phones and similar smart technology throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime. Schools are expected to ensure that pupils do not have access to their mobile phones throughout the school day.

At Clapgate Primary School, pupils are not permitted to use or have access to mobile phones while on the school site. This does not include before or after school while pupils are on the playground.

The school will consider exceptional circumstances where a pupil may need access to a mobile phone or similar device, including where this is required to meet medical needs, safeguarding requirements or the school's legal duties to make reasonable adjustments. Any such arrangements will be agreed with the school in advance and will set out when, where and for what purpose the device may be accessed.

As many of our older pupils in Years 5 and 6 walk to and from school independently and may therefore require a mobile phone for safety purposes. Pupils in these year groups may be permitted to bring a mobile phone to school where parental consent has been provided. If exceptional circumstances arise where a child younger than Year 5 requires a mobile phone

in school, this must be agreed in advance by the relevant Phase Leader and the Senior Leadership Team. Parents/carers must complete the permission form provided in Appendix 2.

Pupils who have been authorised to bring a mobile phone to school must switch the phone off and hand it to a designated member of staff on arrival. Phones will be securely stored and will not be accessible to pupils during the school day. Phones will be returned to pupils at the end of the school day when they leave the school site.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile phone-free environment as desirable and valuable.

5.1 Use of Smartwatches by Pupils

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

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 smartwatches have wellness and health-related features.

Smartwatches are not permitted to be worn or used by pupils in school due to their communication and smart technology functionality. This includes features such as sending and receiving messages, making calls and accessing other smart functions. Any smartwatch brought into school will be stored securely in the same way as mobile phones and returned in accordance with the school's mobile phone procedures.

Pupils may wear a regular wristwatch if they wish to tell the time.

5.2 Sanctions

Any mobile phone or smartwatch found on a pupil's person or being used during the school day will be confiscated by a member of staff and stored securely in accordance with the school's procedures. The device will be returned to the pupil when they leave the school site at the end of the school day.

Parents/carers will be notified when a mobile phone or smartwatch has been confiscated. Repeated breaches of this policy may result in a meeting with a member of staff and the pupil's parent/carer and may be managed in accordance with the school's Behaviour Policy.

As set out in the DfE's guidance on searching, screening and confiscation, staff have the power to search pupil's phones in specific circumstances. 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 if it is being/has been used to commit an offence or cause harm to another person).

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 (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

6. Use of Mobile Phones by Parents/Carers, Volunteers and Visitors

Parents/carers, volunteers and visitors (including governors and contractors) are permitted to use their mobile phones in designated areas of the school where this is appropriate. These areas include the school office when in need of administrative support, school offices, during meetings and in the staff room.

Mobile phones should not be used in areas where pupils are present unless this is necessary for an agreed school-related purpose. Mobile phones must not be used to take photographs or videos of pupils unless this has been authorised by the school.

All parents/carers, volunteers and visitors are expected to use mobile phones responsibly and in accordance with the school's safeguarding and data protection requirements.

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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, when working with pupils or while children are present

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

Pupils bringing mobile phones to school must ensure that their phones are appropriately identifiable, ready to be stored away securely in the classroom cupboard when not in use during the school day.

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.

All schools continue with:

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.

Pupils, parents/carers will be made aware of the disclaimer above. The following are examples of how this will be done:

- A copy of this policy will be sent to all pupils and parents/carers
- A copy of this policy will be readily available on the schools website, which will also be linked through the schools Safer Schools England app.

Confiscated phones will be stored in a member of the Safeguarding/Senior Leadership teams office.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Monitoring and Review

This policy will be reviewed by the headteacher and senior leadership team every two years. 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

At every review, the policy will be approved by the governing body and the headteacher.

If there are any concerns regarding this policy, these should be brought to the attention of Mr Queeley in a timely manner.

Appendix 1: Code of Conduct/ Acceptable Use Agreement for Pupils (KS2)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only.
- Only use them when a teacher is present, or with a teacher's permission.
- Keep my usernames and passwords safe and not share these with others.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others.
- Always log off or shut down a computer when I've finished working on it.

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails.
- Create, link to or post any material that is offensive, obscene or otherwise inappropriate.
- Log in to the school's network using someone else's details.
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.
- Use Artificial Intelligence (AI) without my teacher's permission.
- Share personal or private information with an AI tool.
- Use AI to create, access or share private information with an AI tool.
- Use AI to bully, impersonate or harm another person.
- Use information provided by AI without checking that it is accurate.

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, clubs or other activities organised by the school, without a teacher's permission.
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: Permission form allowing a pupil to bring their phone to school

This form will be used in special circumstances when a child in Year 4 or below has been granted permission to bring their mobile phone to school.



Mobile Phone- Special Circumstances Form

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

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

- Travel to and from school alone
- Are a young carer
- Need the phone for a family emergency
- Attend before or after school and will need to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors

Copies are to be printed and given to visitors on arrival at school and are to be displayed around the school office for visitors to read.



Use of mobile phones 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.
- 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.

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