

St John's CE Primary

Mobile phone policy



“Use your God-given gifts to serve others” 1 Peter 4:10

Ratified by governors: Spring 2026

Mr D Ricketts (Chair of Governors)

Policy to be reviewed: Spring 2029

All different, all equal, all growing together.

1. Introduction and aims

St John's is a Church of England primary school where every person that walks through the entrance to the school is welcomed, valued and loved. Each person is different; they come with different life experiences, different opinions, different talents and different expectations but in our eyes each one is equally valued and deserves to be given the opportunity to grow academically, socially, emotionally and spiritually.

We are aware that the world that our children, families and staff are living in, involves communicating with each other and those around us online as well as in person. At St John's 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.

We want each person at St John's to feel safe and respected.

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

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 Head teacher 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.

4. Use of mobile phones by staff

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).

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.
- If waiting to receive a call from the doctor.

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 0121 675 1469 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). For more guidance on this, refer to our GDPR policy, acceptable use policy and AI 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 as outlined in our Social media policy.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

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:

- 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. Contact must be made via the school office. If there is an emergency and a parent needs to be contacted out of school hours, staff should use the settings on their phone to remove caller ID.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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

Pupils should not bring their mobile phones to school, unless there is an agreement in place between school and the parent e.g. if the child walks to school on their own and parents want to maintain contact before and after school with their child.

Where this is the case, mobile phones will be collected by the office team and kept in the office all day. Children are to collect at home time.

5.1 Use of smartwatches by pupils

Pupils should not bring their smartwatches to school. Smartwatches are wristwatches with smart technology in them. As well as being used to tell the time they can also send and receive text and voice messages, make calls and listen to music.

If smartwatches are brought to school, these will be confiscated by staff and held in the office during the day.

5.2 Sanctions

If children bring mobile phones (without prior agreement) and smart devices to school, they will be confiscated. Schools are permitted to do this under sections 91 and 94 of the Education and Inspections Act 2006.

They will be confiscated by the member of staff who has seen the items. SLT will be notified and the items will be held in the office for the remainder of the day. The class teacher will return the items to parents at the end of the day and talk to them about why they are not appropriate.

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 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, 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.

A summary of these rules will be displayed in the foyer and included with safeguarding information which is given to all visitors (see appendix).

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.

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

Confiscated phones/ smart watches will be stored in the school office and a record will be made of who the phone belongs to, with the date and time of when it was received. Once the school has confiscated the item, it is the school that is then responsible for the phone/ smartwatch. A record will be made of who has collected the item at the end of the day.

Lost phones should be handed into the 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:

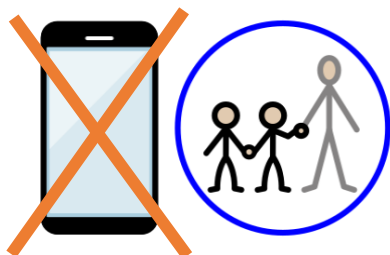
- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations.

This policy was presented to governors at the BASS committee meeting in Spring 2026. It will be reviewed every 3 years, unless there is updated guidance from the DfE which would necessitate an earlier review. The next review is due Spring 2029.

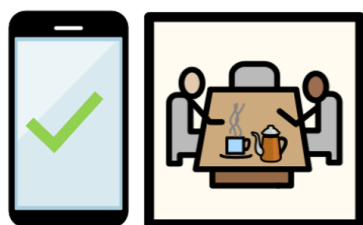
Appendix

Use of mobile phones

Here is a guide to our mobile phone policy for all staff, parents/carers, visitors and volunteers (including governors and contractors). This includes in school and off-site activities e.g. school trips.



Do not use phones in lessons, or when working with pupils.



Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).



Do not take photos or recordings of pupils, their work, or anything else that could identify a pupil.

Parents may take photos and videos at public events (fairs, concerts, collective worships) as long as these are for personal use and are not shared on social media.



If an adult needs to be contacted urgently e.g. awaiting a dr's appointment, they may have a phone on them (on silent). A senior leader must be informed in advance.



Any adult working within school who wants to contact a parent should do so through the office phone system, not their personal mobile.