



Mobile Phone Policy

Responsibility: Headteacher

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Approved:

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1. Introduction and aims

This policy has been developed in accordance with the Department for Education statutory guidance *Mobile Phones in Schools* (June 2026), *Keeping Children Safe in Education 2026*, *Behaviour in Schools* and *Searching, Screening and Confiscation*.

The school will ensure that this policy is communicated clearly to staff, pupils, parents, volunteers and visitors through induction, staff training, the school website, home-school communications and pupil education programmes.

At Barford Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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

This policy should be read alongside the Safeguarding and Child Protection Policy, Behaviour Policy, Online Safety Policy, Staff Code of Conduct, Data Protection Policy and Acceptable Use Agreements.

The school recognises the safeguarding, wellbeing and educational risks associated with mobile phones and other smart technology. This policy applies to mobile phones, smartphones, smart watches, tablets, wearable technology and any device capable of taking photographs, recording audio or video, accessing the internet, sending messages or sharing content.

Barford Primary School operates as a mobile phone-free environment by default. Any exemption must be authorised by the Headteacher and reviewed regularly.

2. Roles and responsibilities

2.1 Staff, volunteers, governors, contractors and visitors

All staff, volunteers, governors, contractors and visitors are responsible for adhering to this policy and reporting any concerns regarding inappropriate mobile phone use, image capture, recording or online activity involving pupils.

Any safeguarding concern arising from the use of mobile phones, smart technology or online communication must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Staff must understand that safeguarding incidents involving mobile devices may include child-on-child abuse, online abuse, image sharing, cyberbullying, exploitation, harassment, AI-generated content and inappropriate communication with children.

2.2 Governors

Governors will review the policy each year.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Personal mobile phones and smart devices must be switched to silent mode and stored securely during contact time unless authorised by the Headteacher for exceptional circumstances. At Barford, SMT and other key staff (agreed by the headteacher) are permitted to use their mobiles. The 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 staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- 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-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number

(0121 464 3765) as a point of emergency contact.

Personal smart watches and wearable technology with camera, recording, messaging or internet capability are subject to the same restrictions as mobile phones.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

(See School's data protection policy or ICT acceptable use policy.)

3.3 Safeguarding

Staff must not give their personal telephone number, email address, social media details or contact information to pupils or parents / carers.

Staff must not communicate with pupils or parents / carers through personal mobile phones, text messaging services, social media platforms, gaming platforms or private messaging applications.

Staff must not accept or initiate contact with pupils or parents / carers through social networking services.

Staff must not use personal devices to photograph, film, livestream or otherwise record pupils.

All photographs, videos and recordings of pupils must be taken using approved school equipment and stored only on authorised school systems.

Any accidental capture, sharing, loss or disclosure of pupil information through a personal device must be reported immediately to the Headteacher, DSL and Data Protection Lead in accordance with the school's data protection procedures.

Staff must not deliberately view, copy, print, share or forward suspected indecent images of children. Any such concern must be managed in accordance with KCSIE, local safeguarding procedures and police advice

3.4 Using 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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

(See educational visits policy)

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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office
- Staff must not use personal devices to access, store or transfer confidential pupil information unless authorised and protected through approved school systems.

Staff must not use artificial intelligence applications or third-party apps to process pupil information unless approved by the school and compliant with data protection requirements.

3.5 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.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

3.7 Use of smart watches and wearable technology

Smart watches and wearable devices with recording, photography, internet access, messaging or communication functions are treated as mobile devices under this policy.

Pupils must not use such devices during the school day.

Staff, visitors and volunteers must not use wearable technology to photograph, record or communicate with pupils (see staff handbook).

4. Use of mobile phones by pupils

Pupils are not permitted to use mobile phones, smartphones, smart watches or other personal smart devices during the school day.

A pupil may bring a mobile phone to school where:

- They travel independently to and from school
- They are a young carer and require a mobile device to support their caring responsibilities
- A specific safeguarding, medical or family circumstance has been approved by the Headteacher

On arrival at school, devices must be handed to the school office and stored securely until the end of the school day.

Devices must remain switched off during the school day.

Pupils must not use a personal device to:

- Take photographs or videos
- Record audio
- Access social media
- Access games or messaging services
- Share content relating to pupils or staff

Any pupil requiring access to a device due to a disability, medical condition or safeguarding need will be supported through reasonable adjustments agreed with parents/carers and school leaders.

Breaches of this policy may result in confiscation, sanctions under the Behaviour Policy and communication with parents/carers.

4.1 Confiscation and searching

Where a pupil breaches this policy, staff may confiscate a mobile phone or smart device in accordance with the school's Behaviour Policy and relevant DfE guidance.

Where there are safeguarding concerns or reasonable grounds to suspect prohibited material is held on a device, school leaders may take appropriate action in line with Keeping Children Safe in Education, Searching, Screening and Confiscation guidance and child protection procedures. Safeguarding concerns may include the creation, possession or sharing of AI-generated images, deepfake content, manipulated images, nudification applications or other digitally altered material involving children.

Any safeguarding concern identified through a device must be referred immediately to the DSL.

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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.

Parents, visitors and volunteers must not photograph, film, livestream or record pupils whilst on site unless specifically authorised by the school.

Visitors must not use personal mobile devices when working with or supervising pupils unless authorised by a senior leader and for a specified school purpose.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use. Pupils may only bring in their mobile phone if they walk to or from school alone and are in Year 6, the pupils parent / carer must have signed the school's mobile phone agreement.

Pupils must secure their 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.

Confiscated phones will be stored in the school office/other appropriate location in a secure location/locked cabinet. Parents / carers must meet with the headteacher or member of SMT in order to collect the phone.

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

Any loss, theft or suspected compromise of a school device containing personal data must be reported immediately to the Headteacher and Data Protection Lead.

Any concern that a device contains indecent images of children, harmful content or evidence of abuse must be treated as a safeguarding concern and referred immediately to the DSL. Staff must not search through content unless authorised to do so within relevant statutory guidance.

7. Monitoring and review

Governors will receive termly reports regarding mobile phone policy implementation, breaches, safeguarding incidents and trends to enable effective monitoring.

This policy will be reviewed annually or sooner if required by changes in legislation, safeguarding guidance or DfE expectations.

The review will consider:

- Safeguarding incidents
- Online safety incidents
- Behaviour records
- Emerging technologies

- Feedback from pupils, staff and parents
- Updates to Keeping Children Safe in Education
- Department for Education guidance
- Ofsted inspection requirements

The Designated Safeguarding Lead and governing body will monitor the effectiveness of this policy.

Appendix 1 : Pupil Mobile Phone and Smart Device Agreement



Barford Primary School Mobile Phone and devices Acceptable Use Agreement 2026

- I know that having a mobile phone is both a privilege and a responsibility.
- I am allowed to bring my mobile phone to school solely to support communication with my parent/carer when travelling to and from school independently.
- I agree to follow these rules when I bring my device into school:
- I will turn my phone off when I arrive at the school gate and ensure it remains off for the school day.
- During the school day my phone will be handed to the school office and stored securely in accordance with the school's procedures.
- I will not use my device whilst at school for any reason.
- I will not switch on or use my phone until I have left the school site.
- I will not share my phone number with any other children without the permission of my parents/ carer.
- I will never give away the pin, password or any other access information that would allow others to use my device.
- I will not use my device to make videos or take photos of myself or other children whilst in, or near to the school.
- I understand that taking photographs, making video recordings or audio recordings of pupils, staff or visitors on school premises is not permitted.
- If I do not follow this agreement, the school may withdraw permission for me to bring a mobile phone onto the school site and/or take appropriate action in line with the school's behaviour policy.
- Whilst the school will take reasonable steps to store phones securely, phones are brought to school at the owner's risk and the school cannot accept responsibility for loss, theft or damage.

I agree to follow these rules when bringing my device into school

Signed :

Name : (please print)

Class: Date :

Signature of Parent/Carer :

Appendix 2: Staff mobile phone and devices acceptable use agreement



Barford Primary School Staff personal Mobile Phone and devices Acceptable Use Agreement 2026

(Authorised Use for School Business)

This agreement applies only to members of staff who have received approval from the Headteacher to use their personal mobile phone for school-related business.

Purpose

Barford Primary School recognises that, in limited circumstances, authorised staff may need to use a personal mobile phone to support school business. This permission is granted as an exception and does not remove the responsibility to comply with the school's safeguarding, data protection, staff code of conduct and acceptable use policies.

Staff Responsibilities

I understand that:

- My use of a personal mobile phone for school business must be approved by the Headteacher.
- Permission may be withdrawn at any time if this agreement is breached.
- My personal mobile phone must not interfere with my professional duties or responsibilities.
- The safeguarding and welfare of pupils must remain my priority at all times.

Acceptable Use

I agree that I will:

- Use my personal mobile phone only for approved school business.
- Keep my device password protected or secured using biometric authentication.
- Ensure any school-related information is not accessed via the phone and only phone calls and messaging from colleagues are permitted.

- Report any loss, theft or unauthorised access to my mobile phone immediately to the Headteacher or Data Protection Lead.
 - Follow all school policies relating to safeguarding, confidentiality and data protection.
 - Use school-approved communication systems whenever available and appropriate.
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Unacceptable Use

I will not:

- Use my personal mobile phone for personal calls, messaging or social media except in emergencies.
 - Photograph, video record or audio record pupils using my personal device unless specifically authorised by the Headteacher for an approved school purpose. All media must be deleted after forwarded on.
 - Store pupil photographs, videos, personal data or confidential school information on my personal device.
 - Share school information through personal social media accounts or unauthorised applications.
 - Communicate with pupils through personal telephone numbers, personal email accounts, social media platforms or messaging applications.
 - Allow any other person to access school-related information stored on my device.
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Data Protection and Confidentiality

I understand that:

- Any personal data accessed or processed on my device remains the property of the school.
 - I must comply with UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 requirements.
 - School-related data must be deleted from my device when no longer required.
 - The school may require evidence that school-related information has been removed from my device when authorisation ceases.
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Safeguarding

I understand that:

- Maintaining professional boundaries with pupils is essential.
 - Personal mobile phones must not be used to communicate directly with pupils except through approved school systems and with appropriate authorisation.
 - Any safeguarding concerns identified through authorised mobile phone use must be reported immediately in line with the school's safeguarding procedures.
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Declaration

I have read and understood this agreement and agree to comply with its requirements and with all related school policies.

Employee Name: _____

Role: _____

Mobile Number Authorised for School Use: _____

Staff Signature: _____

Date: _____

Headteacher Authorisation

I authorise the above member of staff to use their personal mobile phone for approved school business in accordance with this agreement.

Headteacher Name: _____

Signature: _____

Date: _____

Review Date: _____