Mobile Phone Policy

2026-27

FALLA PARK COMMUNITY PRIMARY SCHOOL

Approved by:	Resources Committee	**Date:** 19 October 2026
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Contents

1. Introduction and aims 3
2. Relevant guidance 3
3. Roles and responsibilities 3
4. Use of mobile phones by staff 3
5. Use of mobile phones by pupils 4
6. Loss, theft or damage 4
7. Appendix 1: template mobile phone information slip for visitors 6

1. Introduction and Aims

At Falla Park Community 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 children, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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 includes Keeping Children Safe in Education, which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and Responsibilities

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 Head Teacher is responsible for monitoring the policy and reviewing it every two years, and holding staff and children accountable for its implementation.

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 in classrooms or in communal areas of school during the school day or when children are present. Mobile phones should be kept in the staff room (which is locked) or handed into the school office.

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

- During PE on the school field as this is situated over the road from the main building
- On residential visits
- On school trips

School staff can use the school office number 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).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or children, including by connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website.

Staff must not use their personal mobile phones to take photographs or recordings of children, their work, or anything else that could identify a child. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

5. Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Children cannot not use their mobile phones during the school day.

If children walk to and from school alone they are allowed to bring a mobile phone to school. This is put into the class phone box at the start of the day. The box is then taken to the school office by an adult until the end of the school day. When children's phones are returned at the end of the day they cannot be switched on until they are outside of school.

5.1 Use of Smartwatches by Children

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology.

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. Children are not allowed to wear smartwatches for school.

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

Parents and carers 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 children in school
- 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 an 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 children, their work, or anything else that could identify a child

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.

7. Loss, Theft or Damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled and be ready to be stored away securely in the class phone box. Phones must be turned off.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen while children are travelling to or from school.

8. Appendix 1: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 6 of this policy.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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 [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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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