



BITTERNE
C of E PRIMARY

Mobile Phone Policy

Headteacher: Mrs. Jen Johnson

Reviewed by	Headteacher	Authorised by	Governing Body
Date	June 2026	Next Review	September 2027
Review Cycle	Annually	Signed by Chair of Governors	Rev Tony Palmer



Together we soar...



1. Introduction and aims

At Bitterne Church of England Primary School, 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.

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

3.1 Staff

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 Headteacher is responsible for monitoring the policy every year, 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.

3.2 Governors

Governors are responsible for reviewing and approving the mobile phone policy in partnership with the Headteacher.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.



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 mobile 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, 02380 499494 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).

Staff should refer to the school's Data Protection Policy, the Acceptable Use Policy and the 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.

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

Staff should refer to the ICT Acceptable Use Policy and Staff Code of Conduct for more details.

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. Each class has a school iPad assigned to it for this purpose.

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:

- Issuing homework, rewards or sanctions
- 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 mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil.



- Refrain from using their mobile phones to contact parents/carers wherever possible. If necessary, contact could be made via the school office or the staff member must withhold their personal number.
- Staff are advised to use school equipment, for example class iPads, wherever possible.

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 mobile phones, and access to the mobile phone must not be provided to anyone without authorisation.

Staff must:

- Only use mobile 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.

4.5 Exceptions

There are exceptions to this policy for staff members who are required to use their mobile phone for managing medical condition such as diabetes. Staff members are expected to continue to follow the policy with regarding their use of their mobile phone in the presence of children and may only use it to manage their medical condition.

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 non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Pupils may only bring their mobile phone to school in Years 5 and 6 and only if they are walking to and from school on their own. They must have parental permission to bring their phone into school.

If bringing a phone to school:

- Pupils must turn off their mobile phone before entering the school gate.
- Mobile phones must be handed in to staff at the Oakley John school gates.
- Mobile phones must be clearly labelled with the child's name.
- Mobile phones must be collected at the end of the day from the staff at the Oakley John gate.
- Mobile phones must not be turned on until pupils have exited the school gates.

Mobile phones will be kept securely in the SLT office.

The school accepts no responsibility for loss, damage or stolen mobile phones on the way to school, at school or on the way home from school.



Mobile phones cannot be used on the site and will be confiscated if they are found to be turned on. Mobile phones must not be taken on any school trips, including residential trips.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone 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 smart watches have wellness and health-related features.

Smart watches must not be worn to school by pupils. A digital or analogue watch may be worn. Smart watches will be confiscated and a parent/carer will be required to collect the watch from school.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances (for example for managing medical needs). This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

If a pupil were to be found in breach of this policy their mobile phone will be confiscated. Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006.

If confiscated, the phone will be stored in the SLT office. A member of the office team will contact parents / carers who will be required to collect their phone from the school. The mobile phone will not be returned to the pupil directly. It should be noted that Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#).

The pupil will receive a sanction in line with the school's behaviour policy.

If a member of staff believes a pupil to be in possession of a mobile phone or similar device or they suspect inappropriate behaviour, they will notify a senior member of staff who is permitted to complete a search of the pupil's belongings for the mobile phone. The school is also permitted to search a pupil's mobile phone if there they have good reason to do so (such as having reason to believe the mobile phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person. More information about this is set out in the [DfE's guidance on searching, screening and confiscation](#).

A ban on a pupil bringing their mobile phone to school may be considered if a child is in breach of the policy.

In each case, the sanction given will be reasonable and proportionate and in line with this and the school's behaviour policy. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, 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 Part 1 of [Keeping Children Safe in Education](#)



Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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 mobile 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 the rules will be provided to visitors when they enter the school. A copy of the policy will be available on our school website and in the main office.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their mobile 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 mobile 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 phone during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils will place their mobile phone into a named plastic packet which will also hold their parental permission form.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the mobile phone's functions. Staff must also secure their personal mobile



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.

The mobile phone policy is available on the school website. A printed or translated copy is available from the school office on request.

Confiscated mobile phones will be stored in the SLT Office in a secure location.

Lost mobile phones should be returned to the main school 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

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



9. Appendix 1: Code of conduct for pupils allowed to bring their mobile phones to school.

You must obey the following rules if you bring your mobile phone to school:

- You must only bring your mobile phone to school if you travel without a parent/carer to and from school.
- You must have a signed parent / carer consent form.
- Mobile phones must be switched off (not just put on 'silent') before entering the school gate. It must only be turned on again once you have left the school site.
- Mobile phones must not be used in any way on school site, either before, during or after the school day.
- You must hand in your mobile phone to a member of staff at the Oakley John gate on arrival and collect it from them at the end of the day.
- You may not use your mobile phone during lessons.
- You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
- You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's password(s) or access code(s) with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text/messaging app
 - Social media
- Don't use your mobile phone to send or receive anything that may be criminal.
- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
- Don't use vulgar, obscene or derogatory language while on the mobile phone or when using social media. This language is not permitted under the school's behaviour policy.
- Don't use your mobile phone to view or share harmful content.
- You must comply with a request by a member of staff to switch off, or hand over, a mobile phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment.

I understand that having my mobile phone in school is a privilege. I agree to follow the rules above:

Pupil Name: _____ Signature: _____

Parent's Name: _____ Signature: _____



10. Appendix 2: Mobile Phone in School – Parental Request

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

I request permission for my child to bring their mobile phone to school because:

- They travel to and from school without a parent / carer
- They have a medical condition that requires them to carry a phone

Declarations:

I have read and understood the school's mobile phone policy.

I have shared the Code of Conduct with my child and will ensure they abide by it.

I attach a signed copy of the Code of Conduct.

I understand that if my child is in breach of the policy, their mobile phone will be confiscated and I will be required to collect it from the school.

I support any reasonable sanction that is implemented if my child is in breach of the policy.

Signed:

Name:

Date:



10. Appendix 3: Permission form allowing a pupil to bring their mobile phone to school

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

Permission has been granted because the pupil:

- Travel to and from school alone
- Need the mobile phone to support their medical needs

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.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Headteacher's signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	



11. Appendix 4: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

Please keep your mobile phone on silent/vibrate while on the school grounds.

Please do not use mobile phones where pupils are present. If you must use your mobile phone, you may go to the school office who will find an appropriate place for you.

Do not take photos or recordings of pupils (unless it is your own child), or staff.

Do not use your mobile phone in lessons, or when working with pupils.

The school accepts no responsibility for mobile 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.