



CLARENDON PRIMARY SCHOOL
Together we shine



Mobile Phone Policy

Reviewed:	PFP Subcommittee
Agreed (FGB):	Summer 2025
Next Review Due:	Summer 2028

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1. Introduction and aims

At Clarendon Primary School we recognise that mobile phones, are an important part of everyday life for our children, 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 children, 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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 Senior Leadership Team (SLT) are responsible for monitoring the policy every three years, reviewing it, and holding staff and children accountable for its implementation.

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. Use of personal mobile phones must be

restricted to non-contact time, and to areas of the school where children 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 SLT 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, (01204) 333411, as a point of emergency contact.

3.2 Data protection

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

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

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or children, 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 or children. More information can be found on the Social Networking Policy.

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which 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.

3.4 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 aren't limited to:

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

This policy links to the 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 children, 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

3.5 Medical Needs

In some instances, children's medical needs will be monitored through the use of a mobile phone. For example, children who have diabetes. The SENDCo / member of SLT will ensure that these are used correctly and stored safely.

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.

4. Use of mobile phones by children

Children are not permitted to bring mobile phones into school for general use throughout the day. There may be times when children do bring mobile phones onto school premises, for example when they are:

- Travelling to school by themselves
- Young carers who need to be contactable

➤ In these circumstances the child must give their mobile phone (which should be switched off & labelled) to the class teacher, who will lock it in their GDPR drawer, and return it to the child at the end of the day.

4.1 Sanctions

If children bring mobile phones into school and they are not handed into the teacher and the child is found to be using the device the teacher will confiscate the phone (Schools are permitted to confiscate phones from children under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If this does happen the child's parent must come into school at the end of the day to ask for the phone and have a short meeting with the teacher.

If a teacher suspects that a phone holds inappropriate content they should speak to a member of SLT who has *the power to search children's phones, as set out in the [DfE's guidance on searching, screening and confiscation](#)*.

This policy runs alongside the Sexting guidance policy.

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.

This means:

- Not taking pictures or recordings of children, unless prior consent has been provided
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones in lessons, or when working with children

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception (on the inventory) or attend a public event at school.

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

- Use their phone to make contact with other parents
- Take photos or recordings of children, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

6. Loss, theft or damage

Staff must also secure their personal phones, with a password and use two-factor authentication when accessing emails on mobile phones. 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 children are travelling to and from school.

Confiscated phones will be stored in the child's classroom in a secure location (GDPR drawer).

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

7. Legislation, guidance and relevant policies

- Behaviour in Schools Advice for Principals and School Staff 2024
- Human Rights Act 1998
- Keeping Children Safe in Education 2025
- Meeting digital and technology standards in schools and colleges 2026
- Mobile Phones in School 2026
- Searching, Screening and Confiscation: Advice for Schools 2022
- UK GDPR and Data Protection Act 2018