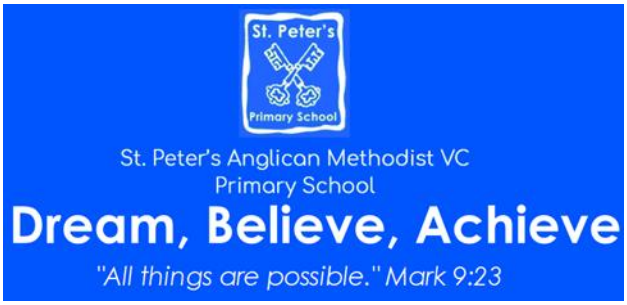


St Peter's Anglican Methodist VC Primary School
MOBILE PHONE USE FOR STAFF AND PUPILS POLICY
SEPTEMBER 2026

Author/Person Responsible	South Gloucestershire Safeguarding Education Dept/ Paul Smith
Date of Ratification	5 October 2026
Review Group	Full Governing Body
Ratification Group	Full Governing Body
Review Frequency	Annually
Review Date	September 2027
Related Policies	Behaviour; Code of Conduct; Data Protection; Educational Visits; Health and Safety; Online Safety (along with separate parent/carer acceptable use and staff acceptable use policies); Safeguarding and Child Protection; Staff discipline, conduct and grievance (procedures for addressing); Statement of procedures for dealing with allegations of abuse against staff and Whistle-Blowing

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Mobile Phone Use for Staff and Pupils Policy	**DATE:**	01/10/26
EIA CARRIED OUT BY:	Clare Trayler	**EIA APPROVED BY:**	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		✓
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race		
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		
Gender identity		
Sexual orientation		

Any adverse impacts are explored in a Full Impact Assessment.

1. Introduction and aims

The 2026 DFE guidance regarding mobile phones in schools states:
All schools should be mobile phone-free environments by default; anything other than this should be by exception only.
The guidance goes on to state that: 'schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime'

Mobile phones in schools - GOV.UK
Our policy aims to:

- 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 including Smartwatches.

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 Use of mobile phones/smart watches by pupils

Children at St Peter's Anglican Methodist VC Primary School are not allowed access to mobile phones during the school day.
Mobile phones are also not permitted on trips or residentials, nor during before and after school activities.
If children bring a phone to school, it must be left at the classroom with their teacher in the morning and collected in the afternoon. Smartwatches are similarly not permitted.

3.2 Sanctions

If children are found to be in possession of a mobile phone, the phone will be taken and stored in the office and parents will be contacted and requested to attend school to take possession of the phone.

3.3 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 Executive Head Teacher is responsible for monitoring the policy, reviewing it every 2 years, 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, including for checking the time.

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 or school office).
There may be exceptional circumstances in which it is appropriate for a member of staff to have a phone on their person during contact time for personal reasons. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- When used to monitor children with medical conditions

The Executive Head Teacher will decide on a case-by-basis whether to allow for special arrangements. In such circumstances phones must not be visible to children at any point.
If special arrangements are not deemed necessary, school staff can use the school office number 01454631137 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.
Please refer to the school's Data Protection Policy and Privacy Notices and AI policy for further details.

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 members who are also parents of pupils in the school and/or existing friends of parents/carers are not required to cease contact, however, are advised to exercise caution with contact and must maintain confidentiality regarding school matters at all times.
Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.
It is absolutely forbidden for staff to use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it is 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 (i.e. for CPOMS)
- 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. If necessary, contact must be made via the school office
- Understand that if using our school wifi, then filtering and monitoring software will track activity

4.5 Sanctions

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

5. 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, including at school events (such as a school fair), or of their own child whilst in school
- Using any photographs or recordings for personal use only and not posting on social media.
- Not using phones in lessons, or when working with pupils

Upon signing in at reception parents/carers, visitors and volunteers will be required to read and agree to our Visitor Information document, which explains our expectations regarding mobile phone usage. At school events, the headteacher (or member of staff in charge) will brief parents on our expectations regarding mobile phone usage.

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

- Use their phones to contact other parents/carers.
- Take photos or recordings of pupils, their work, or anything that could identify a pupil.
- Those supervising trips must enforce the school's pupil mobile phone policy but must refer any disciplinary actions to school staff, as they do not have authority to search or confiscate phones.

This ensures safeguarding and appropriate use of mobile phones during school activities.
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.

6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged, or stolen on school premises, during school trips, or while travelling to and from school.

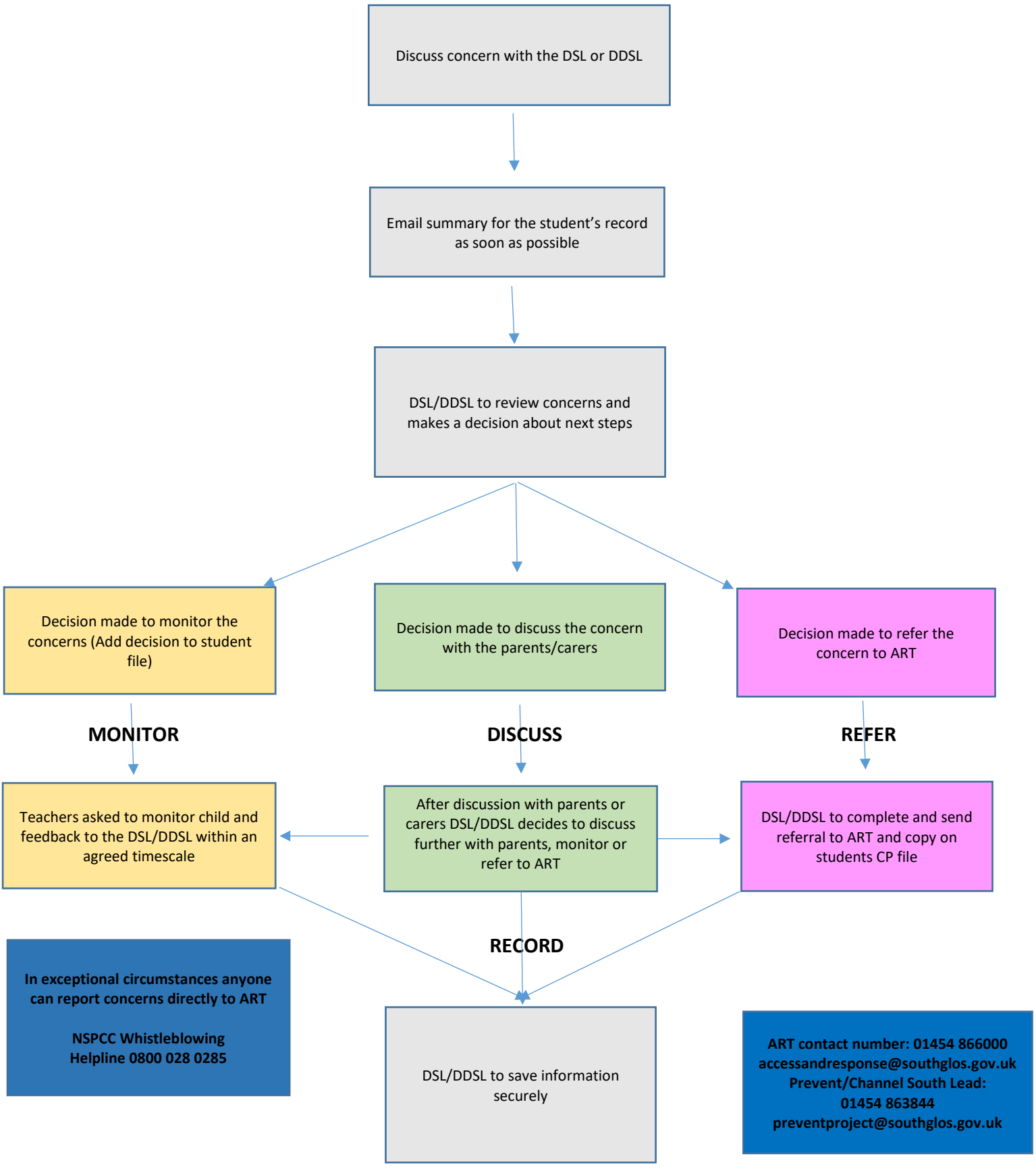
7. Monitoring and review

The school is committed to ensuring that this policy safeguards our children and staff.
We understand that mobile phones are ubiquitous in today's world, but we believe they have no place in a primary school, and this view is shared by DfE.

This policy will be reviewed in Autumn 2028 or as appropriate, following DfE guidance.

Appendix A Reporting of a concern flowchart

Designated Safeguarding Lead: Nic Baykaa-Murray
Deputy Safeguarding Lead: Paul Smith or Sarah McKenzie
Local Authority Designated Safeguarding Lead:
Jon Goddard – 01454 868508

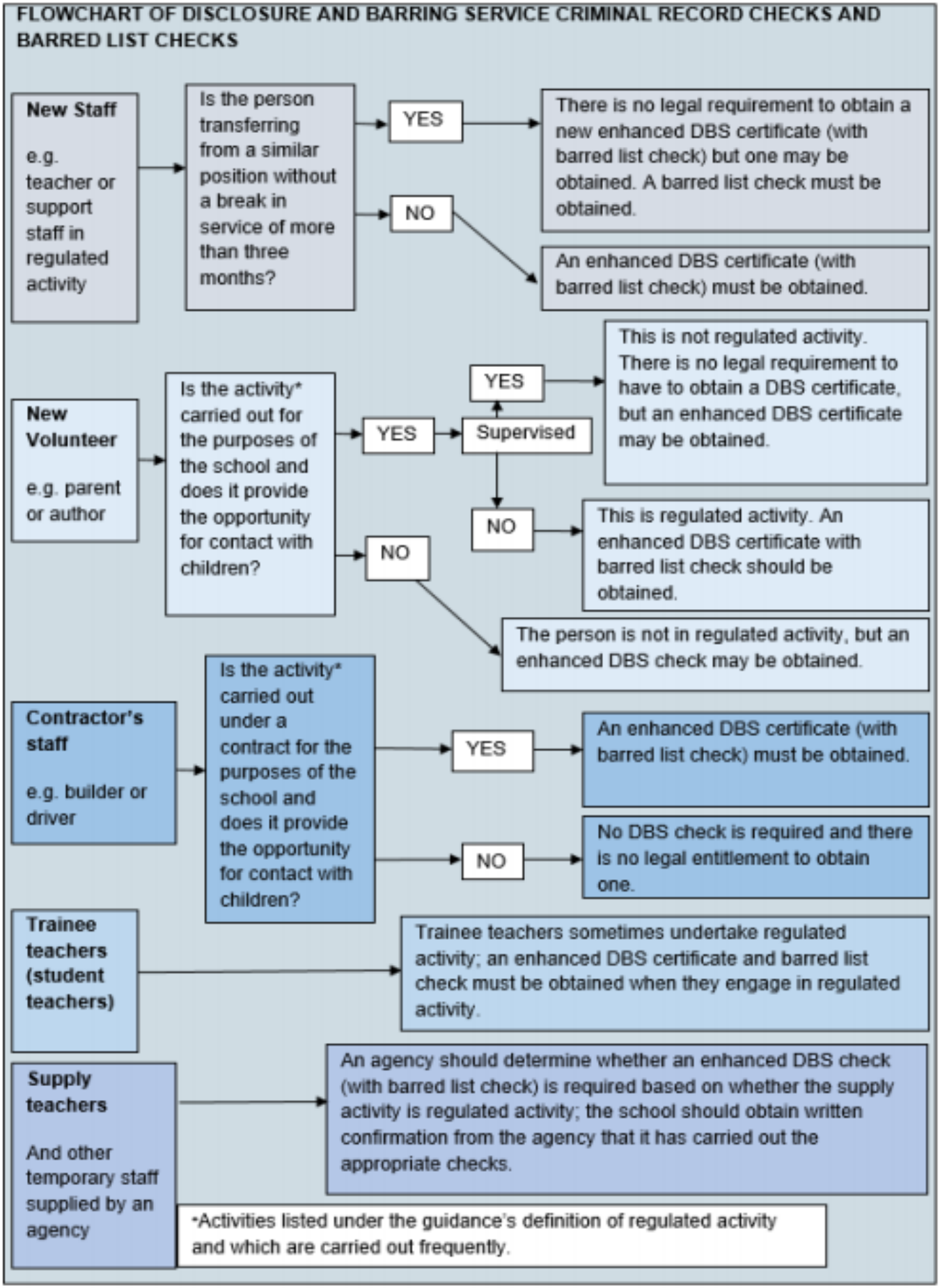


In exceptional circumstances anyone can report concerns directly to ART

NSPCC Whistleblowing Helpline 0800 028 0285

ART contact number: 01454 866000
accessandresponse@southglos.gov.uk
Prevent/Channel South Lead:
01454 863844
preventproject@southglos.gov.uk

Appendix B Disclosure and Barring Service Criminal Record and Barring Checks



Appendix C LADO Process flowchart

LADO THRESHOLD (Working Together to Safeguard Children 2018 & KCSIE 2025)

- Behaved in a way that has harmed/may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children (Working Together to Safeguard Children 2018)
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

