



Dringhouses Primary School

Mobile Phone Policy

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption: September 2026

Date of Review: September 2029

Reviewing Committee: FGB

Statutory/**Non-Statutory**

Contents

- 1. Introduction and aims. 3
- 2. Relevant guidance. 3
- 3. Roles and responsibilities. 3
- 4. Use of mobile phones by staff 4
- 5. Use of mobile phones by pupils. 6
- 7. Loss, theft or damage. 9
- 8. Monitoring and review. 9

1. Introduction and aims

At Dringhouses 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 pupils, staff, parents/carers, visitors and volunteers

Support the school's code of conduct, safeguarding and behaviour policy.

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

Risk of theft, loss or damage

Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

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

3.1 Staff

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 Co-Headteachers (Mary-Kate Swiers and Claire Scott-South) are responsible for monitoring the policy and reviewing it annually 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

The governors of Dringhouses Primary School are responsible for the approval, monitoring and reviewing of this policy and ensuring that the co-headteachers implement this policy effectively.

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 and this is the expectation at Dringhouses Primary School. 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 during the school day, other than in extenuating circumstances. 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 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

- Awaiting a phone call from the doctor/hospital

The co-headteachers 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 (01904 553940) as a point of emergency contact.

4.2 Data protection

Please also refer to the school's 'GDPR & Data Protection Policy'

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 pupils, including by 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 must try to avoid using 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 transferred to the school drive and deleted before the staff member leaves the school premises.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils 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

- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

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

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

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

Pupils are not permitted to use mobile phones at any point during the school day. This includes during lessons, between lessons, at breaktimes, and during lunchtime. Mobile phones may only be used where explicit authorisation has been given by a member of staff, for example, to support a specific medical need.

Pupils in Reception to Year 4 are not permitted to bring a mobile phone onto the school site.

Pupils in Years 5 and 6 may bring a mobile phone to school where this has been agreed by their parent or carer. On arrival, pupils must place their mobile phone in the designated collection basket on the teacher's desk. The basket will then be transferred to the school office, where all devices will be securely stored for the duration of the school day. At the end of the school day, mobile phones will be returned to the class teacher for collection by the pupils.

Where there is reasonable suspicion that a pupil is concealing a mobile phone on their person, in their bag, or in their locker in breach of this policy, the school may conduct a search in accordance with its [Search and Confiscation Policy](#) and relevant statutory guidance.

Where a pupil requires access to a mobile device to support a specific medical need, this will be detailed within their Individual Healthcare Plan. The plan will clearly set out the agreed arrangements, expectations, and protocols for the possession and use of the device during the school day.

The school is committed to educating pupils about the safe and responsible use of mobile technology. Through the curriculum and wider pastoral provision, pupils will be taught about the risks associated with mobile phone use, both within and beyond the school environment. This education aims to support pupils' understanding of the school's mobile phone restrictions and to promote the benefits of a mobile phone-free school day for learning, wellbeing, and positive social interaction.

5.1 Sanctions

Any breach of this Mobile Phone Policy will be managed in accordance with the school's Behaviour Policy. The nature of the sanction will be proportionate to the circumstances of the

incident and will take into account the pupil's age, the seriousness of the breach, and any previous incidents.

Where a pupil is found to be in possession of, or using, a mobile phone in breach of this policy, the device will be confiscated by the Headteacher, or by a member of staff acting under the authority of the Co-Headteachers. The confiscation of mobile phones is undertaken in accordance with Sections 91 and 94 of the Education and Inspections Act 2006, which provide schools with the legal authority to confiscate items from pupils where appropriate.

Confiscated mobile phones will be securely stored by the school and will not normally be returned directly to the pupil. In line with the Department for Education's guidance on mobile phones in schools, the Headteacher will determine the proportionate length of confiscation. As a minimum, the device will be retained until the end of the school day and must be collected by the pupil's parent or carer from the school office. The parent or carer may be required to discuss the incident with a member of the senior leadership team before the device is returned.

Repeated breaches of this policy will be treated as repeated breaches of the school's Behaviour Policy and may result in escalating sanctions in accordance with that policy. Where appropriate, the school may also withdraw a pupil's permission to bring a mobile phone onto the school site for a specified period or permanently.

Where there are reasonable grounds to suspect that a mobile phone contains prohibited or inappropriate material, or has been used to commit an offence, facilitate bullying, harassment or abuse, or cause harm to another person, authorised members of staff may search the device where permitted by law and in accordance with the Department for Education's statutory guidance *Searching, Screening and Confiscation*. Searches will only be carried out where there is a lawful and justifiable reason to do so and will be undertaken by authorised staff.

Where inappropriate content is identified, the school will respond proportionately and in accordance with its safeguarding responsibilities. Depending on the nature of the material or incident, actions may include:

- confiscation and retention of the device while enquiries are undertaken;
- referral to the Designated Safeguarding Lead (Claire Scott-South and Mary-Kate Swiers);
- contacting the pupil's parent or carer;
- deletion of data where this is permitted by law and in accordance with Department for Education guidance;
- referral to external agencies, including Children's Social Care or the Police, where there is reason to believe that a criminal offence has been committed or a child may be at risk of harm; and
- the application of further sanctions under the school's Behaviour Policy where appropriate.

Pupils should be aware that refusing to surrender a mobile phone when instructed to do so, obstructing a lawful search, attempting to conceal a device, or deleting material in an attempt to avoid investigation may itself constitute a breach of the school's Behaviour Policy and may result in further disciplinary action.

The school will ensure that all incidents involving mobile phones are managed fairly, consistently and proportionately, with due regard to safeguarding duties, pupils' rights, and the relevant statutory guidance issued by the Department for Education.

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 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 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 a public 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 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 phones, but must refer any proposed 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 during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

Pupils must secure their mobile 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 or from school.

Confiscated phones will be stored in the school office in a secure location.

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

8. Monitoring and review

The school is committed to making sure 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 DfE, the local authority and any other relevant organisations