

Mobile Phone and Devices Policy



Last reviewed	March 2026
Reviewed by	Catherine Phillips
Approved by	Governing Board
Date of approval	March 2026

1. Introduction and aims

At St. Leonard's Primary School, we recognise that mobile phones, including smart phones and other mobile devices, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone and device use
- Set clear guidelines for the use of mobile phones and devices for pupils, 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 Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Governor's will review this policy initially and then there will be further reviews if there are any policy changes.

3. Use of mobile phones and devices by staff

3.1 Personal mobile phones and devices

Staff are not permitted to make or receive calls, or send texts, while in the presence of children (this includes through the use of mobile phones, smart watches and other devices such as tablets with these capabilities). Use of personal mobile phones and devices must be restricted to non-contact time, and to areas of the school where pupils 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 or devices 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
- In the case of waiting for an appointment in an emergency situation

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 01785 334960 as a point of emergency contact.

3.2 Data protection

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

Please see other relevant policies that are linked to data protection:

- GDPR policy
- Online safety including acceptable use agreements

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones or devices to take photographs or recordings of pupils, 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 and devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones and devices for work. Such circumstances may include, but aren't limited to:

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

In these circumstances, staff will:

- Use their mobile phones and devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones or devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones or devices to contact parents. If necessary, contact must be made via the school office

3.5 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 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.

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 and devices by pupils

Below are the conditions for pupils' use of mobile phones:

- Phones are collected by class teachers in the morning and stored in a visible, unlocked box in the classroom at the teacher's desk.
- Pupils are not allowed to use their phones during the day. They must remain in the box at all times.
- If pupils turn on their phone for any reason, this must be agreed with the teacher beforehand.
- The school does not take responsibility for any damage caused to phones or devices which are being stored during the school day.

Other mobile devices:

- Pupils are not permitted to bring other mobile devices into school. This includes, but is not limited to, smart watches, tablets and laptops.

4.1 Sanctions

If pupils breach this policy, sanctions will be imposed:

- Phones and devices will be confiscated
- Parents/carers will be informed of their child using their mobile phone or device during school hours
- Pupils' may not be allowed to bring their phones or device into school again if possible
- The school's behaviour policy will be followed and the incident will be recorded
- Police may be involved if activity is deemed to be illegal

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

5. Use of mobile phones and devices 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 pupils, unless it's 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 or devices in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at the main office 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 pupils, 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 pupils using their phones and devices, 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

Pupils bringing phones to school must ensure that phones are stored as per this policy when not in use. They should be stored in a box within their classroom. Classroom teachers should be aware of which children's phones are being stored in the classroom.

Pupils must secure their phones as much as possible, including using passwords or PIN codes to protect access to the phone's functions. However, pupils' phones must be turned off when in school. 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 and from school.

Parents and pupils will be aware of this via the sharing of the policy on the school website.

Confiscated phones will be stored in the school office in a locked location until they are returned to the pupil.

Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft, or damage. Phones that are confiscated will be the responsibility of the school whilst they are kept in a locked location in the school office.

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

7. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations