

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

Mobile Phone Policy

September 2026

Agreed by Governors: 09/07/26

1. Introduction and aims

Brunshaw Primary School recognises that mobile phones and similar devices are an important part of modern life. However, their use within school must be managed carefully to ensure the safety, wellbeing and educational experience of all pupils.

This policy sets out expectations for the use of mobile phones and related devices by staff, pupils, parents/carers, volunteers and visitors. It supports the school's safeguarding responsibilities in line with Keeping Children Safe in Education, promotes positive behaviour and ensures compliance with data protection requirements.

For the purposes of this policy, the term "mobile phone" includes smartphones, smartwatches with communication capabilities and any other similar electronic devices capable of taking photographs, recording audio or video, accessing the internet or sending messages.

At Brunshaw Primary School our policy aims to:

- Ensure our environment is mobile phone-free by default, with use only permitted in exceptional circumstances
- Promote the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear expectations for pupils, staff, parents/carers, volunteers and visitors
- Support safeguarding, behaviour, online safety and data protection across the school.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Safeguarding and child protection concerns
- Data protection and privacy issues
- Theft, loss, or damage of devices
- Appropriate use of technology for learning purposes

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](#).

This policy should also be read in conjunction with Keeping Children Safe in Education (KCSIE) and other relevant safeguarding, behaviour and online safety guidance.

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. All staff are to ensure all pupil mobile phones have been switched off, prior to placing in the phone box.

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.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

Headteacher

The Headteacher is responsible for:

- Implementing and monitoring this policy.
- Ensuring staff understand and adhere to the requirements of the policy.
- Addressing any breaches of the policy in accordance with the school's behaviour and disciplinary procedures.
- Reviewing the effectiveness of the policy.

Staff

All staff are responsible for:

- Following the expectations outlined in this policy.
- Modelling appropriate behaviour regarding mobile phone use.
- Reporting concerns relating to misuse of mobile phones to a senior leader.
- Ensuring safeguarding and data protection requirements are upheld.

Governors

The Governing Body is responsible for:

- Approving the policy.
- Monitoring its implementation through reports from school leaders.
- Reviewing the policy at agreed intervals.

Pupils, Parents/Carers, Volunteers and Visitors

All members of the school community are expected to understand and comply with this policy and support the school's approach to maintaining a mobile phone-free environment.

4. Use of mobile phones by staff

Staff should not use personal mobile phones for personal reasons in the presence of pupils during the school day.

Personal mobile phones must be:

- Switched off or set to silent mode during teaching time.
- Stored securely out of sight while staff are working directly with pupils.
- Used only during designated break times and in staff-only areas.

Staff must not:

- Use personal devices to photograph or record pupils.
- Use personal devices to photograph pupils' work if pupils could be identified.
- Share personal contact details with pupils or parents/carers.

- Communicate with pupils through personal social media accounts or messaging services.
- Enter personal information relating to pupils, parents/carers or colleagues into generative artificial intelligence platforms.

The school recognises that there may be exceptional circumstances where staff need reasonable access to a mobile phone, for example:

- To respond to urgent matters involving vulnerable dependents.
- Where a role involves lone working.
- During educational visits or residential experiences.
- Where specific applications are required to support school operations.
- To remain contactable in the event of a family or medical emergency, with the agreement of the Headteacher or a senior leader.

In all circumstances where staff require access to a personal mobile device during the school day, a member of the Senior Leadership Team (SLT) must be informed and appropriate arrangements agreed.

Where mobile phone use forms part of a staff member's role, the school will provide a work device wherever possible. Where this is not possible, clear guidance will be provided regarding the appropriate professional use of personal devices.

Any misuse of mobile phones by staff will be addressed in accordance with the Staff Code of Conduct and the school's disciplinary procedures.

4.1 Data protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information. This includes, but is not limited to:

- Storing personal information relating to pupils, parents/carers or staff on personal devices;
- Sending or receiving confidential school information through personal messaging services or email accounts;
- Photographing or recording pupils using personal devices;
- Accessing, sharing or transferring sensitive school information through unauthorised applications; and
- Entering personal data or confidential school information into generative artificial intelligence (AI) tools or chatbots, such as ChatGPT, Google Gemini or similar platforms.

All staff have a responsibility to ensure that personal data is handled securely and in accordance with the requirements of data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Further guidance on the appropriate handling of personal data can be found in the school's Data Protection Policy, ICT Acceptable Use Policy, Online Safety Policy and Staff Code of Conduct. Staff should seek advice from the Headteacher if they are uncertain about the appropriate use of mobile devices in relation to school information.

4.2 Safeguarding

Staff must not give their personal contact details, including mobile telephone numbers, email addresses or social media account details, to pupils or parents/carers. Staff must not communicate with pupils or parents/carers through personal social networking sites or messaging applications.

Staff should avoid making personal contact details publicly available on social media or other websites where they could be accessed by pupils or parents/carers.

Further guidance on professional conduct and online communication can be found in the school's Staff Acceptable Use Agreement, Online Safety Policy and Staff Code of Conduct.

Staff must not use personal mobile phones or smart devices to take photographs, videos or audio recordings of pupils, their work or any activity where pupils can be identified. Where photographs or recordings are required for educational purposes or school activities, only school-owned equipment should be used in accordance with the school's safeguarding and data protection procedures.

4.3 Use of Personal Mobile Phones to Access the Internet

Staff should only use their personal mobile phones to access the internet during the school day where this is necessary and appropriate, and where doing so does not interfere with their professional responsibilities.

Personal mobile phones must not be used to access the internet in the presence of pupils for personal reasons. Any internet use on personal devices during working hours should be limited to break times and undertaken in staff-only areas, unless specific authorisation has been given by the Headteacher or a senior leader for work-related purposes.

Where staff access the internet on personal devices for work-related reasons, they must:

- Adhere to the school's ICT Acceptable Use Policy and Staff Code of Conduct;
- Ensure that any online activity is professional, lawful and appropriate;
- Not access, store or transmit personal data or confidential school information unless expressly authorised to do so and appropriate security measures are in place;
- Not use personal devices to access websites or applications that are inappropriate for the school environment;
- Ensure that pupils cannot view unsuitable material that may be displayed on their device; and
- Comply with all safeguarding and data protection requirements.

Staff must not use personal mobile devices to access social networking sites, personal email accounts, online shopping sites or other non-work-related content during contact time with pupils. The school reserves the right to investigate concerns relating to inappropriate use of personal mobile devices where there is reason to believe that school policies, safeguarding requirements or professional standards may have been breached. Any misuse may result in action being taken in accordance with the Staff Code of Conduct and the school's disciplinary procedures.

Staff may only connect personal mobile devices to the school's guest Wi-Fi network where this has been authorised by the Headteacher. Access to the school's secure staff network from personal devices is prohibited unless specific approval has been granted

4.4 Using personal mobiles for work purposes

In exceptional circumstances, staff may use their personal mobile phones during the school day where this is necessary for work purposes. This may include:

- Multi-factor authentication processes;
- Emergency situations, including evacuations;
- Supervising off-site educational visits or residential experiences; and
- Other circumstances authorised by the Headteacher or a member of the Senior Leadership Team.

In these circumstances, staff must use their devices in a professional manner and in accordance with the Staff Code of Conduct, Staff Acceptable Use Agreement and this policy. Staff must not use personal devices to take photographs or recordings of pupils, their work or any activity where pupils can be identified. Communication with parents/carers should continue to take place through approved school communication channels wherever possible.

4.5 Work phones

Some members of staff may be issued with a school mobile phone for work purposes. School mobile phones must only be used by authorised staff and for school-related activities. Staff using school mobile phones must ensure that all communication is appropriate, professional and in line with the school's policies and procedures.

4.6 Sanctions

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

5. Use of mobile phones by pupils

Brunshaw Primary School is a mobile phone-free environment. Pupils must not use mobile phones during the school day, including before registration, during lessons, in the time between lessons, at breaktimes and lunchtimes, or during any school-led activity, unless explicitly authorised by a member of staff for a specific reason, such as an agreed medical need.

Pupils are discouraged from bringing mobile phones to school. However, the school recognises that, in exceptional circumstances, some pupils may need to have a mobile phone to support their journey to and from school or for other agreed reasons.

Where a parent/carers believes that their child requires a mobile phone in school, they must complete the school's Mobile Phone Agreement Form. By signing this form, parents/carers and pupils agree to adhere to the expectations set out in this policy.

Any mobile phone brought into school with prior agreement must:

- Be switched off before entering the school premises;
- Be handed to the class teacher upon arrival at school;
- Be placed in the designated secure class collection box; and
- Be transferred to the school office for safekeeping during the school day.
- Mobile phones will be returned to pupils at the end of the school day.

Pupils who require access to a smart device as part of an agreed medical plan will be supported appropriately, and reasonable adjustments will be made in consultation with parents/carers and relevant healthcare professionals.

Through the school's curriculum, pupils will be taught about the benefits and risks associated with mobile phone use, including the impact that mobile phones can have on learning, wellbeing, online safety and relationships. The school aims to promote a positive, mobile phone-free environment in which pupils can focus on learning and engage fully in school life.

5.1 Smartwatches and Similar Devices

In line with the Department for Education's guidance, the term "mobile phones" within this policy includes all devices with communication and smart technology capabilities that the school chooses to regulate.

At Brunshaw Primary School, this includes smartwatches and other wearable technology that can send or receive messages, make or receive calls, access the internet, take photographs or recordings, play media, or otherwise function as a communication device.

While smartwatches may have features relating to timekeeping, health monitoring and wellbeing, many devices are capable of sending and receiving text and voice messages, making telephone calls and accessing online content. As such, they present similar safeguarding, data protection and behaviour concerns to mobile phones.

Pupils are not permitted to wear or use smartwatches or other communication-enabled wearable devices on the school site or during school activities, unless this has been agreed in advance by the Headteacher due to exceptional circumstances, such as a documented medical need.

Staff may wear smartwatches and similar devices; however, they must adhere to the same expectations and professional standards outlined in this policy for mobile phone use. Smartwatches must not be used for personal communication during contact time with pupils, and staff must not use such devices to photograph, record or process personal or confidential information. Staff must ensure that the use of wearable technology does not distract from their professional responsibilities or compromise safeguarding, confidentiality or data protection requirements.

Any unauthorised device brought into school by a pupil may be confiscated and returned to a parent or carer in accordance with the school's Behaviour Policy and Mobile Phone Policy.

5.2 Sanctions

Brunshaw Primary School expects all pupils to adhere to the expectations set out in this Mobile Phone Policy. Where a pupil breaches the policy, sanctions will be applied in a reasonable, proportionate and age-appropriate manner, taking into account the individual circumstances of the incident.

If a pupil brings a mobile phone, smartwatch or other communication-enabled device into school without prior permission, or uses an authorised device in breach of this policy, a member of staff may confiscate the device in accordance with sections 91 and 94 of the Education and Inspections Act 2006.

The Headteacher has the authority to confiscate a mobile phone that is brought to school or used in breach of the school's mobile phone policy. The phone may be retained for a reasonable and proportionate period of time as a disciplinary sanction, and parents or carers may be required to collect the phones from school.

Where a device is confiscated:

- The device will be switched off, where possible, and stored securely in the school office.
- The pupil's parent or carer will be informed of the breach of the policy.
- The device will normally be returned directly to a parent or carer at the end of the school day.
- Repeated breaches of the policy may result in further sanctions in line with the school's Behaviour Policy and the withdrawal of permission for a pupil to bring a device onto the school site in exceptional circumstances.

The school recognises that sanctions should support pupils in understanding expectations and making positive choices. In determining an appropriate response, the school will consider:

- The age and maturity of the pupil;
- Whether the pupil has any special educational needs or disabilities (SEND);
- Any safeguarding concerns or vulnerabilities that may be relevant;
- Whether the behaviour indicates that the pupil may be experiencing, or be at risk of, harm.

Where safeguarding concerns arise, staff will follow the procedures outlined in the school's Child Protection and Safeguarding Policy. This will include informing the Designated Safeguarding Lead (DSL) or Deputy DSL, who will determine whether pastoral support, early help intervention or referral to external agencies is required.

In certain circumstances, authorised school staff may search a pupil's device where there is a lawful reason to do so, in accordance with the Department for Education's guidance on searching, screening and confiscation. This may include situations where there is reason to believe that a device contains prohibited material, has been used to commit an offence, or may place a pupil or others at risk of harm.

If inappropriate content is discovered, the school will take appropriate action, which may include:

- Confiscating and securing the device;
- Informing the Headteacher and DSL immediately;
- Contacting parents or carers;
- Seeking advice from the police or children's social care services where necessary; and
- Applying sanctions in line with the Behaviour Policy.

The school takes incidents involving bullying, harassment, intimidation or the sharing of inappropriate material extremely seriously. Some behaviours involving the use of mobile phones or other smart devices may constitute criminal offences. Where appropriate, the school will involve the police and other relevant agencies.

These behaviours may include, but are not limited to:

- Taking, possessing or sharing indecent images;
- Threats of violence or assault;
- Bullying, harassment or intimidation through electronic communication;
- The recording or distribution of images or videos without consent; and
- Abusive messages or online content targeting an individual or group on the basis of protected characteristics.

All sanctions applied under this policy will be reasonable, proportionate and consistent with Brunshaw Primary School's Behaviour Policy.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers are encouraged to support the school's mobile phone policy and reinforce the benefits of a mobile phone-free environment with their children.

Parents/carers, volunteers, governors, contractors and visitors must use mobile phones responsibly whilst on the school site and adhere to the expectations set out in this policy.

This means that they must:

- Not use mobile phones when working directly with pupils or whilst children are present, unless authorised by a member of staff;
- Not take photographs or recordings of pupils, except of their own child at public events where photography has been permitted by the school;
- Use any photographs or recordings taken at school events for personal use only and not share images of other children on social media or other public platforms without appropriate consent;
- Follow any instructions provided by school staff regarding the use of mobile phones on the school site.

Volunteers supporting within school are expected to follow the same expectations as staff in relation to mobile phone use.

Parents/carers and volunteers accompanying educational visits or residential experiences must not use personal mobile phones to contact other parents/carers regarding the trip or take photographs or recordings of pupils. Any concerns relating to pupil mobile phone use should be referred to a member of school staff, who will deal with the matter in accordance with this policy.

Parents/carers who need to contact their child during the school day should do so through the school office. Pupils should not be contacted directly on personal mobile phones during the school day.

Visitors and volunteers will be made aware of these expectations through the school's signing-in procedures, visitor information and relevant school communications.

7. Loss, theft or damage

Pupils who have permission to bring a mobile phone to school must ensure that their device is clearly labelled with the pupil's name and handed to their class teacher immediately upon arrival at school. Mobile phones will be placed in the designated secure collection box and transferred to the school office for safekeeping during the school day.

Pupils and parents/carers are encouraged to ensure that mobile phones are protected with an appropriate password or PIN code.

The school accepts no responsibility for mobile phones that are lost, stolen or damaged on school premises, during journeys to and from school, or during school visits and activities. This disclaimer is outlined within the school's Mobile Phone Agreement Form and Mobile Phone Policy, which parents/carers are required to read and agree to before a pupil is permitted to bring a mobile phone to school.

Any mobile phones confiscated from pupils will be stored securely in the school office until they can be returned in accordance with this policy.

Staff are responsible for ensuring that personal mobile phones and any school-issued devices are kept secure at all times to minimise the risk of data breaches.

Any lost mobile phones found on the school site should be handed to the school office. The school will make reasonable efforts to identify and contact the owner.

8. Monitoring and review

Brunshaw Primary School is committed to ensuring that this policy has a positive impact on pupils' education, behaviour, safeguarding and wellbeing. The effectiveness of this policy will be monitored by the Headteacher and Senior Leadership Team and reviewed annually, or sooner if changes in legislation or guidance require it.

When reviewing this policy, the school will consider:

- Feedback from pupils, parents/carers and staff;
- Records of behaviour, safeguarding and mobile phone-related incidents;
- Updates to Department for Education guidance and any relevant local authority advice; and
- The practical implementation of the policy within the school setting.

Any concerns regarding the implementation or operation of this policy should be raised with the Headteacher in the first instance.

The Governing Body will receive updates on the effectiveness of the policy, where appropriate, and will be responsible for approving and reviewing the policy in line with the school's policy review schedule.

9. Appendix 1: Pupil Mobile Phone Code of Conduct for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil Mobile Phone Code of conduct

If you have permission to bring a mobile phone to Brunshaw Primary School, you must follow these rules:

I will only bring a mobile phone to school if my parent/carer has completed and signed the school's Mobile Phone Agreement Form.

1. I will switch my phone off before entering the school grounds.
2. I will hand my phone to my class teacher as soon as I arrive at school.
3. I understand that my phone will be stored securely in the school office during the school day.
4. I will not use my mobile phone during the school day unless a member of staff gives me permission to do so.
5. I will not use my phone to take photographs, videos or audio recordings of pupils, staff or school activities.
6. I will keep my phone protected with a password or PIN code.
7. I will use my phone responsibly outside of school and understand that bullying, intimidation or harassment of others using a mobile phone may be dealt with under the school's Behaviour Policy.
8. I understand that I must hand over my phone if asked to do so by a member of staff.
9. I understand that failure to follow these rules may result in my phone being confiscated and my permission to bring a phone to school being withdrawn.

Pupil Agreement

I have read and understood the Brunshaw Primary School Mobile Phone Policy and agree to follow the expectations outlined above.

Pupil name: _____

Pupil signature: _____

Date: _____

