All Saints Church of England Primary School

'Playing our part in God's plan as we journey together to achieve the best for ourselves and others'

Mobile Device Policy

All Saints Church of England Primary School is committed to providing a safe and secure environment where pupils flourish. Under our Christian values of Love, Hope and Community, we recognise that Safeguarding, including online safety, and promoting the welfare of children is everyone's responsibility.

Purpose

All Saints Church of England Primary School recognises that the use of mobile devices (e.g. smartphones, smart watches etc.) are a part of everyday life for the vast majority of people. When referring to mobile devices in this policy, it means smart phones, smart watches, iPads/tablets or any mobile device that has the facility to send/receive messages or calls, use the internet, take pictures or recordings.

The purpose of this policy is to define the acceptable standards of behaviour and conduct in relation to the use of mobile devices by all members of the school community. There is a need to set clear guidelines in relation to personal mobile devices to minimise disruption to teaching and learning and ensure the safeguarding of pupils and adults.

1. Introduction and aims

At All Saints Church of England Primary School, our policy aims to:

- Ensure our environment is mobile phone-free by default (as per DfE requirements)
- 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 other policies, especially those related to safeguarding, 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
- Risk of theft, loss, or damage
- 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. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

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 Headteacher is responsible for monitoring the policy 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
Governors will monitor and review this policy 6 monthly alongside the Headteacher.

4. Use of mobile phones by pupils
Pupils are not permitted to bring mobile phones, smart watches or personal mobile devices into school. This is to uphold the safety and wellbeing of all members of our school community.

The exception to this is when children who live a considerable distance may start to walk to and from school alone Year 5 and Year 6. We recognise that some parents provide a mobile for this purpose as a means of communication, and therefore we recommend a basic, 'non-smartphone' in preparation for secondary school.

Any mobile phone brought into school by a pupil for this reason must be given into the School Office on arrival into School. The phone should be switched off before entering the school site and not switched back on until pupils are outside of the school gates at the end of the day. These devices should be placed in a pouch/case which is clearly labelled with the child's name. They will be stored away until the end of the school day, when they will be handed out and overseen being put into school bags.

No device should be with a pupil during the school day.

Smart watches with the ability to send/receive messages or calls are not permitted at any time in School.

If you deem it absolutely necessary for your child to bring a mobile phone into school, you will need to fill in a Mobile Phone Form, obtainable from the school office, and brought back into the office before your child can bring a phone into school. See Appendix 1

Pupils will be taught the risks and benefits that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

4. 1 Loss, theft or damage
Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled before they are handed in and securely locked away. If you deem it necessary for

your child to bring in a mobile phone, school will not be held responsible for any loss or damage.

4. 2 Medical Needs Exceptions
Any electronic devices (i.e. Smart phone) will be permitted to be used in school in order to allow a child to manage their medical condition effectively (e.g. blood glucose monitoring) and will be supported by designated staff to use as needed in the School Office.

5. 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. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

5.1 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, while children are present / during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. The staffroom can be used for use of phones- if an urgent call was needed to be taken, staff should speak to the Headteacher so a private space can be provided away from other people.
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 an urgent call about a medical appointment

The headteacher will decide on a case-by-basis whether to allow for special arrangements. Staff should speak to the Headteacher prior to use of mobile phone.

If special arrangements are not deemed necessary, school staff can use the school office number 01962853179 as a point of emergency contact.

The Headteacher, Administrative Officer and Designated Safeguarding Leads need access to mobile phones to access multi-factor authentication on Hampshire sites and CPOMS safeguarding site. Phones will be used discretely in designated office areas.

5.2 Data protection
See the school's data protection policy or ICT acceptable use policy for further details.

5.3 Safeguarding
Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website.
Staff must not use 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 visit / activity, this must be done using school equipment.

5.4 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:

- Use of multi-factor authentication
- Accessing music through speaker for whole school events
- Emergency evacuations
- Supervising off-site visits
- 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

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

Parents 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 and permission has been given from the school
- Using any photographs or recordings for personal use only, and not posting on social media including WhatsApp
- Not using phones on the school grounds (unless at an event to take photos or pay for an item)
- PTA stall holder may use a phone to take payment at school event

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 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.

Linked policies and documents:

- Safeguarding Policy
- Child Protection Policy
- Staff Code of Conduct
- Online Safety and Acceptable Use Policy
- Data Protection Policy

Date agreed:	**June 2026**
Review date:	**December 2026**

Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

Reason phone is needed to be brought into school (to be completed by parent/carer):

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	