

Mobile Phone Policy

Chapelfield Primary School

Approved by:	A. Reed	Date: September 2026
Agreed by Governors on:	September 2026	
Next review due by:	September 2027	

Contents

1. Introduction and rationale	3
2. Scope	3
3. Our approach: Phone-free school	4
4. Year 6 pupils walking to school.....	4
5. Pupils with medical conditions	5
6. Other individual circumstances	6
7. Exceptional circumstances	6
8. Enforcement and sanctions	7
9. Staff mobile phone use.....	8
10. Parents and carers	9
11. Visitors	10
12. Related policies.....	10
13. Monitoring and review	10
14. Equality impact assessment	11

Version Tracking

Date	Version	Action	Author
September 2026	1.0	New policy developed	A.Reed

1. Introduction and rationale

At Chapelfield Primary School, we are committed to creating a safe, focused learning environment that supports our pupils' wellbeing, mental health and academic progress.

From 1 September 2026, schools should be mobile phone-free 'by default' according to the Department for Education (DfE)'s statutory guidance on mobile phones in schools. This means mobile phones (and similar devices) are prohibited throughout the school day, including during lessons, the time between lessons, break and lunchtime. This expectation is also set out in Keeping Children Safe in Education (KCSIE) 2026. Managing mobile phones in school.

This policy sets out our approach to mobile phones and similar devices at Chapelfield Primary School.

Related legislation:

- Keeping Children Safe in Education 2026
- DfE statutory guidance on mobile phones in schools
- Equality Act 2010
- Children and Families Act 2014
- Education Act 2011 (searching and confiscation)

2. Scope

This policy applies to:

- All pupils at Chapelfield Primary School
- All staff members
- Parents and carers when on school premises
- Visitors to the school

For the purposes of this policy, 'mobile phones' includes smartphones, smartwatches, and any other internet-enabled personal devices, including but not limited to tablets, smart earphones and wearable internet-capable technology. 'School day' means the period from the time a pupil enters the school premises (through the main/green gates) until they leave the premises at the end of the school day, including lunchtimes, breaktimes, internal lesson changes and any on-site after-school provision (unless an individual agreement specifies otherwise).

3. Our approach: Phone-free school

No children have access to phones during the school day.

Mobile phones and similar devices must not be used by pupils at any time during the school day. This includes:

- During lessons
- Between lessons
- During break times
- During lunchtime
- At any other time on school premises during the school day

4. Year 6 pupils walking to school

We recognise that some Year 6 pupils walk to and from school independently, and parents/carers may wish them to carry a mobile phone for safety reasons during their journey.

Year 6 pupils who walk to school independently are permitted to bring a mobile phone to school, subject to the following conditions:

- The phone must be switched off completely upon entry to the school premises (this is at the point they walk through the green school gates).
- The phone must be handed in to a member of school staff immediately upon arrival at the classroom.
- Phones will be stored securely in the classroom in a secure box which limits access.
- Parents/carers must complete the Year 6 Mobile Phone Permission Form annually; the school will retain the form on the pupil file for the academic year. Permission may be withdrawn if the pupil breaches the policy.
- Each phone will be identifiable or labelled with the pupil's name
- Phones will be returned to pupils at the end of the school day

No phone should be switched on or visible anywhere on school premises during the school day

By sending a phone into school with their child parents/carers are agreeing that:

- Parents/carers send their child's phone to school at their own risk

- The school will take reasonable care of the device but cannot accept liability for loss, theft or damage
- They and their child understand and agree to follow this policy

5. Pupils with medical conditions

We recognise that some pupils may require a mobile phone or similar device to manage a medical condition (for example, a pupil with diabetes who uses their phone to monitor their blood sugar levels).

Allowing pupils with disabilities a mobile phone, where it's necessary due to the nature of their disability, may be considered a reasonable adjustment under the Equality Act 2010. For pupils with medical conditions, a mobile phone may help them manage their medical condition. Maintained schools and academies have a duty under the Children and Families Act 2014 to have arrangements in place to support pupils with medical conditions.

Where a pupil has a medical need to carry a phone:

- This will be clearly documented in the pupil's Individual Healthcare Plan (IHCP)
- An individualised acceptable use agreement will be created and agreed with the pupil, their parents/carers, and relevant school staff
- This agreement will specify:
 - When and how the phone may be used
 - Where the phone should be kept during the school day
 - Any restrictions on use
 - Staff members who should be informed
- Any app or device data containing personal health information will be handled in accordance with the school's data protection (GDPR) obligations — the school will not store sensitive health data on personal devices and parents/carers must consent to any requirement for staff to access device-held information. The Individualised Acceptable Use Agreement will reference data handling and consent.
- The agreement will be reviewed annually, or sooner if the pupil's needs change

6. Other individual circumstances

Requests for exceptions must be made in writing to the Headteacher and will be considered case-by-case. An Individualised Acceptable Use Agreement will be completed for each approved exception, including a clear start/end date and review date (at least annually). The Headteacher will keep a central register of approved exceptions and review them termly as part of monitoring. Where an exception is time-limited (e.g., a one-off trip), the school will record the date and purpose and retain related approvals for one academic year.

We will consider requests for exceptions to this policy on a case-by-case basis for pupils with specific individual needs, such as:

- Pupils with special educational needs where a phone supports their learning or wellbeing
- Young carers who may need to be contacted urgently
- Pupils with significant anxiety about being away from home
- Pupils expecting important family news
- Pupils who collect younger siblings and need to know about logistics changes

Any exceptions will be agreed by the headteacher in consultation with parents/carers, the pupil, and relevant staff members. An individualised acceptable use agreement will be put in place.

7. Exceptional circumstances

There may be exceptional circumstances when pupils need to use their phones, such as:

- During school trips (at the discretion of the trip leader)
- During an emergency school closure or significant plan change when pupils need to contact parents/carers

In these situations:

- Staff will clearly communicate when phone use is permitted
- Normal rules will apply for the rest of the school day
- Pupils may be asked to sign an acceptable use agreement for these occasions

8. Enforcement and sanctions

If a pupil is found to have their phone switched on or visible during the school day:

The phone will be confiscated immediately by a member of staff and:

- Stored securely in the school office
- Returned to the pupil's parent/carer at the end of the school day (not to the pupil)
- For repeat offences, parents/carers will be required to collect the phone in person

Searching pupils:

The DfE's guidance on searching, screening and confiscation explains that headteachers can authorise staff members to search a pupil for possessions either with the pupil's agreement, or when they have 'reasonable grounds' to suspect the pupil may have a prohibited item or an item banned under school rules.

Mobile phones are identified as an item that may be searched for under this policy. Staff authorised by the headteacher may search pupils for mobile phones in accordance with our searching and confiscation procedures, which are outlined in our behaviour policy.

Sanctions for breaking this policy:

Sanctions will be applied in line with our behaviour policy and may include:

- First offence: Phone confiscated and returned to parent/carer at end of day; warning issued
- Second offence: Phone confiscated; parent/carer meeting required; loss of privilege to bring phone to school for a fixed period
- Persistent offences: Permanent removal of privilege to bring phone to school, further consequences may be deemed appropriate in line with the school behaviour policy.

Serious misuse:

If a pupil uses their phone in a way that:

- Causes harm to others (e.g. taking inappropriate photos, cyberbullying)
- Breaches safeguarding protocols

- Involves illegal activity

This will be treated as a serious breach of our behaviour policy and may result in more significant sanctions, including fixed-term or permanent exclusion. Such incidents will also be reported to parents/carers in writing and, where appropriate, to the police or other external agencies.

9. Staff mobile phone use

Staff members are expected to model appropriate mobile phone behaviour to pupils.

Staff must not:

- Use mobile phones for personal use during pupil contact time
- Have phones visible or switched on when working directly with pupils
- Use personal phones to contact pupils or parents/carers (school phones should be used)
- Take photos or videos of pupils on personal devices

Staff may:

- Use phones in staff-only areas during breaks and lunch periods
- Use phones for school business when pupils are not present
- Use school devices to communicate around the school when necessary

In emergency situations:

- Staff may use personal phones to contact emergency services if a school phone is not immediately available
- Staff may use personal phones to communicate in line with the Lockdown Policy in case of a whole school lockdown
- Any such use must be reported to the headteacher as soon as possible

Full guidance on staff mobile phone use is set out in our staff code of conduct.

The staff expectations apply equally to volunteers, supply staff, contractors and trainee staff. All adults on site must not use personal devices to photograph pupils and must use school devices only. Staff must ensure personal devices are stored securely and not used in sight of pupils. Staff who have professional reasons to use personal devices (e.g., home visits) must

obtain prior authorisation from SLT and agree safeguarding and data protection arrangements in writing.

Sanctions for staff:

Breaches of this policy by staff will be dealt with under our staff disciplinary procedures.

10. Parents and carers

When on school premises, parents and carers:

- Remain responsible for their own mobile phones
- Should not use phones to take photos or videos of pupils other than their own child
- Should respect our safeguarding procedures regarding photography and filming
- Should switch phones to silent during assemblies, performances and meetings
- Must not use phones in a way that disrupts learning or school activities

At school events (performances, sports days) parents/carers may take photographs of their own child but must not publish any images taken on school grounds. The school will provide guidance and, where appropriate, will request that photography is limited to avoid identifying other pupils. Parents/carers who breach this requirement may be asked to delete images and/or leave the premises.

Communication with the school:

If parents/carers need to contact their child during the school day, they should:

- Call the school office on 0161 723 5519
- Office staff will pass on urgent messages to pupils
- For non-urgent matters, parents should wait until the end of the school day

Responsibility for devices:

Parents/carers send their child's phone to school at their own risk. While the school will take reasonable care of devices handed in, we cannot accept liability for loss, theft or damage to mobile phones brought onto school premises.

11. Visitors

Visitors to the school should:

- Keep phones on silent
- Only use phones in designated areas (e.g. reception, meeting rooms)
- Not use phones to photograph or film pupils without explicit permission from the headteacher
- Follow our safeguarding protocols at all times

Where visitors require images for legitimate school business (e.g., marketing), this must be pre-approved, conducted on school devices or by supervised staff and have appropriate parental consent and GDPR consideration.

External contractors working with pupils must hold appropriate safeguarding checks/DBS as required.

12. Related policies

This policy should be read in conjunction with:

- Behaviour policy
- Child protection and safeguarding policy
- Online safety policy
- Anti-bullying policy
- Staff code of conduct
- Searching and confiscation procedures
- Acceptable use policy (for ICT)

13. Monitoring and review

This policy will be reviewed annually by the senior leadership team and governing body.

We will monitor the effectiveness of this policy through:

- Feedback from staff, pupils and parents/carers
- Records of confiscations and sanctions
- Safeguarding incident reports
- Pupil wellbeing and behaviour data

The Headteacher will report termly to the Governing Body on implementation including number of permissions granted, number of confiscations, any safeguarding incidents involving devices, and requests for exceptions. The central register of exceptions and confiscation log will be retained for at least one academic year and made available to governors and external reviewers on request.

14. Equality impact assessment

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

We recognise that some pupils may require reasonable adjustments to this policy due to disability or medical conditions, and we will work with families to ensure appropriate support is in place.

Appendix A: Year 6 Mobile Phone Permission Form

[To be completed by parents/carers of Year 6 pupils who walk to school independently]

Pupil name: _____ **Class:** _____

I give permission for my child to bring a mobile phone to Chapelfield Primary School for the purpose of their journey to and from school.

I understand and agree that:

- My child must switch off their phone completely upon entry to school premises
- My child must hand their phone to a member of staff immediately upon arrival
- The phone will be stored securely and returned at the end of the school day
- My child must not switch on or use their phone anywhere on school premises during the school day
- I send the phone to school at my own risk
- The school will take reasonable care but cannot accept liability for loss, theft or damage
- If my child breaks the rules, sanctions will be applied as outlined in the mobile phone policy
- This permission may be withdrawn if my child does not follow the policy

Parent/carers name: _____

Signature: _____ **Date:** _____

Emergency contact number: _____

Appendix B: Individualised Acceptable Use Agreement Template

[For pupils with medical conditions or other agreed exceptions]

Pupil name: _____ **Class:** _____

Reason for exception: _____

Agreed arrangements:

- When the phone may be used: _____
- Where the phone should be kept: _____
- Any restrictions on use: _____
- Staff members who should be informed: _____

Data handling arrangements (if applicable): _____

Parent/carer consent for staff to access device-held information: **Yes/No**

Agreement:

I understand and agree to follow these specific arrangements for using my mobile phone at school.

Pupil signature: _____ **Date:** _____

Parent/carer signature: _____ **Date:** _____

Staff member signature: _____ **Date:** _____

Review date: _____