

Templefield Lower School

Mobile Phone Policy



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Aims

This 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 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
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act \(2026\)](#) and the Department for Education's non-statutory [mobile phones in schools](#) and [behaviour in schools](#) guidance. Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Roles and responsibilities

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.

Use of mobile phones by staff

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. 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 is appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

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 (01525 713625) as a point of emergency contact.

Smart watches

Smart watches may be worn by staff but accessing functions other than the time is not permitted when pupils are present. Smart watches should be on silent during contact time.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data in generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

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, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson, activity or school trip, this must be done using school equipment.

Using mobile phones 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
- 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.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

Work phones

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

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Please see the staff disciplinary procedures for more information.

Use of mobile phones by pupils

Pupils that walk to and from school on their own, with permission from parents, are allowed to bring mobile phones into school. These must be switched off as soon as they arrive on the school site and handed to the class teacher as they enter the classroom. The phones will be stored in a secure location during the school day and returned to the pupils at the end of the day.

Use of smart watches by pupils

Pupils are not permitted to wear smart watches in school.

Sanctions

If a pupil is in breach of this policy, their phone will be confiscated by staff and parents/carers will need to come into school to collect the phone at the end of the day. Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006.

Staff have the power to search pupils' phones in specific circumstances, as set out in the Department for Education's [searching, screening and confiscation in schools](#) guidance. This guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or it is being or has been used to commit an offence or cause harm to another person).

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (e.g. age, religious requirements, special educational needs (SEN), disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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 of 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

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.
- 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 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/carers or volunteers supervising trips or residential visits must not:

- Use their phone to make contact with other parent/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. They must not try to contact their child on their personal mobile during the school day.

Loss, theft or damage

Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled and handed to the class teacher at the start of the 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 they use. 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 the school premises, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored securely in the school office or other appropriate location, with the understanding that the school becomes responsible for the phone and can be held responsible for loss, theft or damage.

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

Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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 Department for Education, the local authority and any other relevant organisations

Links with other policies

This policy links with the following school policies and procedures:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Online Safety Policy
- Staff Disciplinary Procedures

Approved by governors: July 2026

Last reviewed: June 2026

Next review: June 2028

Appendix 1

Mobile Phone Authorisation Form and Acceptable Use Agreement

The school does not endorse the need for lower school age children to have mobile phones in school. We recognise, however, that some children in Year 4 walk to and from school without an adult and parents/carers wish them to have a mobile phone in case of emergencies.

If you wish your child to have a phone in school for this reason, then the following rules will apply:

- All phones must be switched off completely before entering the playground. They must not be turned on again until the child is at the school gates ready to leave the premises.
- All phones must be handed into the teacher at the beginning of the day. The school accepts no liability for loss or damage to the phone whilst on the school premises. Mobile phones are not covered under the school's insurance and parents/carers should have appropriate insurance arrangements in place in case of this. Phones will be handed back to children at the end of the day.
- The school reserves the right to check that no mobile phones are being brought onto the school premises without appropriate authorisation and that the above rules are being followed.
- In a situation where a child is found not to be following the above rules, in the first instance they will be reminded about the rules. If further instances occur, the phone will be confiscated from the child and the parent/carer will need to come into school to collect it at the end of the day.

Acceptable use Agreement for Mobile Phones	
Name of child:	
Class:	
Child agreement: • I will not use my phone on the school premises. This includes taking photos or videos, sending messages or making calls. • I will switch my phone off as soon as I get to the school gates in the morning and I won't turn it on again until I am about to leave the school playground. • I will hand my phone to my teacher as soon I get into the classroom in the morning. • I will be responsible for remembering to collect my phone at the end of the day. • On the way to and from school, I will use my phone responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online with others.	
Signed (pupil):	Date:
Parent/carer agreement: I wish for my child to bring their phone into school in case of emergencies on their journey to and from school. I understand and have discussed with my child the rules outlined above. I will make sure my child's phone is clearly labelled with their name and class. I confirm that I understand that I am responsible for insuring the phone and that the school cannot be held responsible for any loss, theft or damage. Furthermore, I understand that if my child does not follow the rules, their phone will be confiscated and I will need to collect it from the school office at the end of the day.	
Signed (parent/carer):	Date:

Appendix 2

Use of mobile phones and similar devices in our school – information slip for visitors

- Please keep your mobile phone on silent/vibrate when on the school site.
- Please keep your smart watch (e.g. Apple watch, Fitbit) on silent when on the school site.
- Please keep your phone out of sight of children.
- Please do not use your phone where pupils are present. If you must use your phone, you may go to the staffroom.
- Do not take photos or recording of pupils (unless it is your own child at a public event) or staff
- Do not use your phone in lessons, when working with pupils or while children are present.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school site.

A full copy of our mobile phone policy is available from the school office.



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