



Mobile Phone Policy

November 2025

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices such as smart watches and tablets.

Introduction and aims

At Walnut Tree Walk Primary School we recognise that mobile phones and similar devices are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. We also recognise the important role of schools in preparing children to become sensible and safe digital citizens.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#).

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

The headteacher is responsible for monitoring the policy every two years (or more frequently if needed), reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

- Staff are not permitted to use their personal mobile phone while children are present/ during contact time unless in an emergency or if they need to urgently call a member of SLT for support. The internal phone system should be used instead. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present.
- Staff mobile phones must be switched off or on silent other than when on break times.
- 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 (eg for emergency contact by their child, or their child's school) but this must be agreed by the headteacher. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.
- Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).
- 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, or anything else that 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. The recording, taking and

sharing of images, video and audio on any mobile phone is to be avoided, except where it has been explicitly agreed otherwise by the Headteacher. Such authorised use is to be monitored and recorded.

- In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to: use of multi-factor authentication, emergency evacuations, and when needed on off-site trips and residential. In these circumstances, staff will use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct. SLT and Admin Staff members are permitted to use their mobile phones for work-related calls as they are necessary for the running of the school (including for when staff need to get hold of them in an emergency). However, SLT will endeavour to use phones as little as possible when in the presence of children.
- Please note that only Aimee Murray is authorised to use a mobile phone to manage and post on the school's social media accounts.
- Mobile phones brought onto the school site are entirely at the staff member's own risk and Walnut Tree Walk Primary School accepts no responsibility for the loss, theft or damage of any phone.
- Staff that fail to adhere to this policy may face disciplinary action.

Use of mobile phones by pupils

- Children are generally not permitted to bring mobile phones to school.
- The exception is for any children in Key Stage 2 whose parents need them to have a mobile phone for their own safety. In this situation, children must hand their mobile phone in to the office immediately on arrival to school, where the device must be switched off. This can be collected from the school office at the end of the school day, immediately before leaving to go home.
- If a child breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers.
- If a child needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are unable to contact their child via their mobile phone during the school day as they will not have access to it.
- Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. These items are not allowed in school in any circumstances.
- The school reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
- 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.

Use of mobile phones by parents/carers

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