



MOBILE PHONE POLICY

OUR MISSION

“At St. Anne’s, we aim to be a **caring, Christian school**, within the community, where everyone is **respected** and **valued**.

To be a school where all individuals are encouraged to build on their strengths and aspire to be the **best they can be.**”

Vision

Our vision has the promise by Jesus of ‘**life in all its fullness**’ at its heart. At St Anne’s, we believe:

- in our children and each other,
- we are uniquely created in the image of God,
- we were made to be awesome,
- that together we are family,
- we were created to live in community,
- in equipping the St Anne’s family to be the best we can be,
- in our individual talents and abilities, and
- we can make a difference.

Our Values

At **St Anne’s CE Primary School** the following core values underpin all that we do. They are reflected in the daily life of the school and our relationships with others.

- Respect
- Thankfulness
- Hope
- Forgiveness
- Love
- Faithfulness

Introduction

St Anne's CE Primary School is committed to providing a safe, respectful and focused learning environment that reflects our Christian values of Respect, Thankfulness, Hope, Forgiveness, Love and Faithfulness.

This policy sets out our approach to the possession and use of mobile phones and similar devices on school premises and during school activities to protect pupils' welfare, reduce distraction, and support safeguarding and teaching and learning.

This policy applies to:

- All pupils (including nursery pupils and those in Nursery to Year 6) while on the school site, during off-site education (including trips and sports fixtures), and on the journey between our two school sites where the school has responsibility for the pupil.
- All staff, supply staff, volunteers and governors while on site in their professional capacity.
- Parents, carers and visitors while on school premises or engaged in school-led activities.

Legal and statutory context

- This policy follows relevant UK government guidance, including the Department for Education's "Mobile phones in schools" guidance (June 2026) and related DfE advice on communicating policy to parents, and the school's statutory duties for safeguarding pupils.
- The implementation will be consistent with the school's Behaviour Policy, Safeguarding Policy, Equality Duty, SEND Policy and data protection / privacy requirements (GDPR).

<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools#implementing-a-policy-on-prohibiting-the-use-of-mobile-phones>

Purpose

- Protect pupil safety and welfare (including online safety and prevention of bullying, sharing of inappropriate images or private data).
- Maintain high standards of behaviour and presentation consistent with the school's vision and values.
- Ensure clear, consistent expectations for staff, pupils, parents and visitors.
- Provide reasonable adjustments for pupils with medical needs or other exceptional circumstances.

Summary

- St Anne's is a mobile phone-free environment for pupils during the school day. Pupils are not permitted to use mobile phones or smart devices while on site or during school-led activities.
- Parents who need to contact pupils during the school day should contact the school office; pupils may use the office phone when necessary.

Roles and responsibilities

Governing Body

- Approve and review the mobile phone policy at least annually (or sooner if required).
- Ensure the policy aligns with statutory safeguarding and equality duties and reflects the school's context.

Headteacher / Senior Leadership Team

- Implement the policy consistently across both sites.
- Publish and communicate the policy to staff, pupils, parents and visitors using multiple channels.
- Ensure staff training and uniform enforcement across both sites.

Designated Safeguarding Lead (DSL)

- Consider safeguarding implications of device use, review incidents involving devices and update risk assessments where necessary.

Staff (including supply staff and volunteers)

- Enforce the policy consistently and model appropriate professional use of mobile devices
- Report breaches promptly to SLT
- Provide appropriate opportunities for pupils to learn about online safety and safe device use.

Pupils

- Must not use mobile phones or smart devices on the school site or during school activities unless an exception applies.
- Must hand in any device brought to school as instructed by school procedures.

Parents and carers

- Support the school policy by not arranging direct contact with pupils during the school day (contact the school office instead).

- Ensure pupils understand and follow the policy; collect confiscated devices when required.
- Complete the form to gain permission for child to bring mobile home to school to be kept in the school office

Visitors and contractors

- Must follow school directions about mobile phone use on site.

Permitted and prohibited devices

- Permitted: Basic mobile phones
- Prohibited: Smartwatches with phone or internet capability, tablets, cameras or devices that can record images/audio or access the internet during the school day

Reasonable adjustments / exceptions

Exceptions can be authorised only by the headteacher (or in their absence, a designated senior leader) and must be recorded in writing. Typical exceptions include:

- Medical or SEND needs where a device is a reasonable adjustment (e.g., for health monitoring, contacting carers for health reasons).

When an exception is granted:

- The phone must be switched off and handed in to the office or stored in an agreed secure place and returned only at the end of the school day or as stated.
- A written agreement is signed by the parent/carers and a record kept by the school

Storage, confiscation and return procedures

Storage:

- Where permission is granted, the device will be stored securely (main office) and not be accessible to the pupil during the school day.

Confiscation:

- If a pupil uses a prohibited device, staff will ask for it to be handed in. If refused, staff will escalate to a senior leader.
- Confiscated devices will be logged, securely stored and parental collection required at the end of the school day, unless the device is needed as evidence in a safeguarding investigation (in which case appropriate agencies will be informed).
- Repeated breaches will trigger the behaviour sanctions set out in the Behaviour Policy and may result in further action agreed with parents and governors.

Return:

- Devices confiscated for a single, first minor breach will normally be returned to the pupil at the end of the school day.
- For repeated breaches or serious misuse (e.g., taking or sharing images of another pupil without consent, bullying, facilitating criminal activity), the device will be returned only to the parent/carers and/or held pending investigation by the DSL and, if required, external agencies including the police.

Data protection, privacy and recording incidents

- The school will comply with GDPR and Data Protection Act obligations. Pupils, parents and staff will be informed of how personal data is processed in relation to confiscated devices or images.
- Where images or recordings are involved in a safeguarding incident, the DSL will follow statutory guidance, preserve evidence and involve appropriate authorities as necessary.

Use of mobile phones by staff, governors and volunteers

- Staff should not use personal mobile phones for contacting pupils or parents; communication should be via school devices or school systems.
- Staff may carry phones for emergency use but must keep them out of sight and on silent during contact with pupils.
- Staff must not take images of pupils on personal devices. School devices or approved school systems must be used for photography and recordings.

The policy will be shared via the school website, newsletters, termly communications, welcome packs and at parent/carers meetings.

Staff training and pupil education

- All staff will receive training on the policy, safeguarding implications and procedures for confiscation and storage.
- Pupils will be taught about online safety, the risks associated with device misuse, and the importance of respecting others' privacy and rights.

Behaviour, sanctions and support

- Breaches of this policy will be addressed through the Behaviour Policy. Sanctions will be proportionate, recorded and communicated to parents.

- Supportive measures (e.g., pastoral conversations, online safety education, restorative approaches) will be used to help pupils understand the impact of behaviour.
- Serious breaches that are potentially criminal will be referred to the police and other agencies as appropriate.

Monitoring, evaluation and review

- The headteacher and governing body will monitor policy implementation and impact (including recording incidents, complaints, safeguarding referrals and trends).
- The policy will be reviewed annually or sooner in the event of legislative change, a serious incident, or if monitoring shows it is not meeting objectives.
- Governors will receive regular reports on mobile-phone related incidents, sanctions and any safeguarding concerns related to device misuse.

Mobile Telephone Consent Form

Name of child: _____ Start date: _____

Year group: _____

Name/type of mobile telephone: _____

Reason for mobile phone in school: _____

How often will phone be in school? E.g. daily, certain days _____

I consent to:

- ☐ Turning the phone off before handing it in at school office each day
- ☐ Not turning the phone on until off the school premises
- ☐ Not using the phone in school e.g. no filming, taking photographs

Parent signature: _____

Child signature: _____

Date: _____

Staff signature: _____