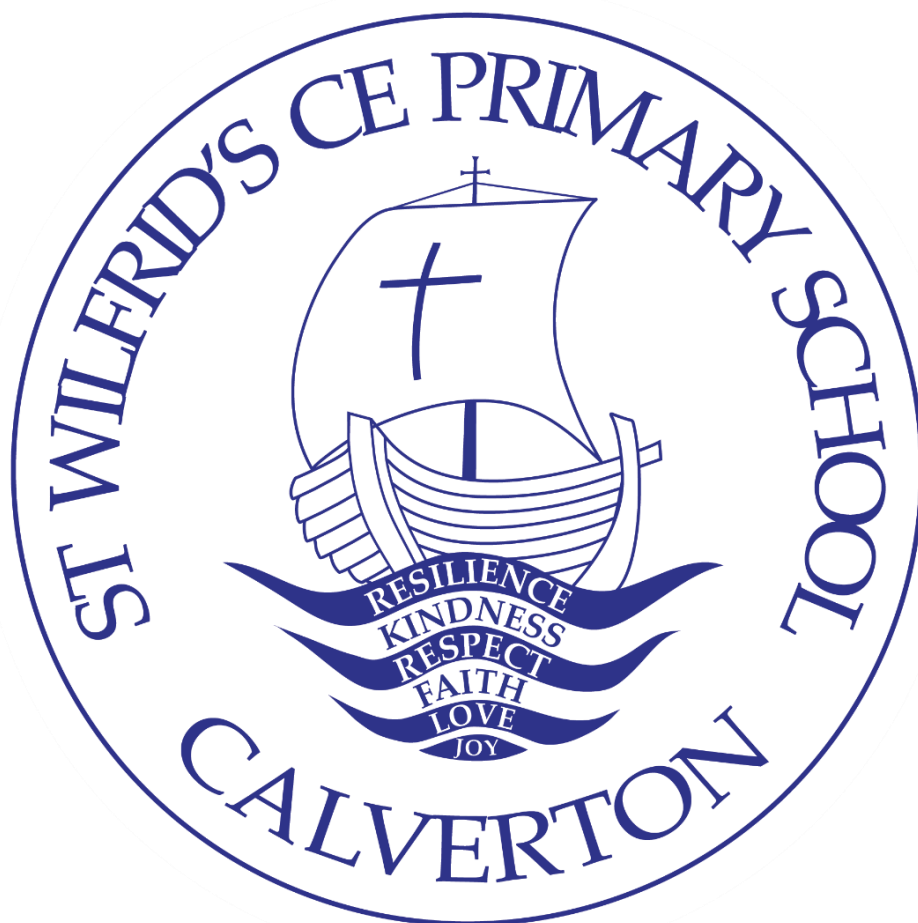




St Wilfrid's CE Primary School

Mobile Phone Policy

Approved:	20th July 2026
Next Review:	April 2027

1. Statement of Intent

At St Wilfrid's CE Primary School, we aim to create a calm, safe and purposeful learning environment where all pupils can learn without distraction and where safeguarding is prioritised at all times.

This policy supports the school's Behaviour Policy by ensuring clear, consistent expectations regarding mobile phones and smart devices.

The school is a mobile phone-free environment by default, in line with Department for Education expectations. Pupils must not have access to mobile phones or smart devices during the school day unless an agreed exception is in place.

2. Links to Behaviour Policy

This policy should be read in conjunction with the school Behaviour Policy.

Breaches of this Mobile Phone Policy will be managed using the Behaviour Policy, including:

- consistent application of rules
- proportionate sanctions
- restorative approaches where appropriate
- escalation for repeated or serious incidents

Where safeguarding concerns arise, procedures in the Safeguarding and Child Protection Policy will take precedence.

3. Aims

This policy aims to:

- maintain a calm and focused learning environment
- reduce disruption caused by mobile devices
- support positive behaviour and routines
- safeguard pupils from inappropriate use of technology
- ensure consistent expectations across the school
- support staff in applying clear and fair rules

4. Roles and Responsibilities

Governing Board

Responsible for approving and reviewing this policy annually.

Headteacher

Responsible for implementation, monitoring and ensuring consistency with the Behaviour Policy.

Staff

Responsible for consistently applying expectations and sanctions in line with school policies.

Parents and Carers

Responsible for supporting the school's expectations and ensuring pupils understand the rules.

5. Mobile Phone-Free School Environment

The school operates a mobile phone-free environment during the school day, including:

- lessons
- breaktimes
- lunchtimes
- assemblies
- school activities and clubs during school hours

Pupils must not access mobile phones or smart devices during these times.

6. Pupils Bringing Mobile Phones to School

Pupils are discouraged from bringing mobile phones to school. Mobile phones will only be permitted where there is a genuine need, for example where pupils in Years 5 and 6 travel independently to and from school. In such cases, permission must be granted and they must:

- be switched off before entering school
- be handed into the class teacher immediately on arrival
- be stored securely during the school day
- be collected at the end of the school day

7. Smart Watches and Similar Devices

Smart watches or similar devices capable of messaging, notifications, internet access, photography or recording are not permitted.

Basic time-only watches are allowed.

8. Staff Expectations

Staff must:

- model appropriate use of mobile phones at all times
- keep personal phones on silent during the school day
- avoid using personal phones in the presence of pupils
- store phones securely when teaching or supervising pupils

Staff must not:

- use personal devices to take photos or recordings of pupils
- communicate with pupils or parents via personal devices or social media
- store confidential pupil information on personal devices or personal cloud storage (including personal email accounts, messaging apps, or AI tools), unless specifically authorised and secured in line with school data protection procedures.
- input pupil data into generative AI tools or chatbots
- School-issued devices must be used for any professional recording or communication.

9. Parents, Visitors and Volunteers

Parents, visitors and volunteers and contractors must:

- keep mobile phones on silent while on site
- avoid using phones in areas where pupils are present
- not take photographs or recordings unless authorised
- follow staff instructions at all times

Failure to comply may result in being asked to leave the premises.

10. Communication During the School Day

Parents and carers must not contact pupils directly via mobile phone during the school day.

All communication must go through the school office.

Pupils needing to contact home will be supported by staff.

11. Behaviour, Sanctions and Confiscation

Where a pupil breaches this policy, staff will respond in line with the Behaviour Policy.

First incident:

- device confiscated
- stored securely
- returned to parent/carers or pupil at end of day
- reminder of expectations

Repeated incidents:

- parent meeting
- withdrawal of permission to bring a phone
- additional behaviour sanctions in line with Behaviour Policy

Serious incidents:

- Serious misuse (including safeguarding concerns, cyberbullying, inappropriate images or refusal to comply) may result in:
- escalation to senior leaders
- involvement of the Designated Safeguarding Lead
- referral to external agencies where appropriate

12. Searching and Confiscation Powers

Where there are reasonable grounds, staff may require a pupil to hand over a mobile device.

Searches and confiscation will be carried out in line with:

- the Behaviour Policy
- Department for Education guidance on searching, screening and confiscation

13. Loss, Theft or Damage

The school accepts no responsibility for loss, theft or damage to mobile phones brought onto the school site.

Devices are brought into school at the owner's risk.

Any found devices must be handed to the school office immediately.

14. Educational Visits

Pupils will not normally be permitted to bring mobile phones on school trips.

Where exceptions are made, clear expectations will be communicated in advance.

15. Monitoring and Review

The Headteacher will monitor the implementation of this policy.

The Governing Board will review this policy annually.

Monitoring will include:

- behaviour incident logs
- safeguarding records
- staff feedback
- pupil voice
- parent/carers feedback

APPENDIX 1 – PUPIL MOBILE PHONE AGREEMENT

Where permission is granted for a pupil to bring a mobile phone to school:

The pupil agrees that:

- the phone will be switched off before entering school
- the phone will be handed into the school office immediately on arrival
- the phone will not be used during the school day
- the phone will not be used to take photos, videos or recordings
- staff instructions regarding mobile phones will be followed

Failure to follow these expectations may result in:

- confiscation of the device
- loss of permission to bring a phone into school
- behaviour sanctions in line with the Behaviour Policy