Manor Wood Primary

Mobile Phone Policy

Owlcotes Multi-Academy Trust

Introduction and Aims

At Manor Wood Primary School our Mobile Phone Policy aims to:

- Ensure our school 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 our other policies, especially those related to safeguarding, 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 for learning purposes

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

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy includes Keeping Children Safe in Education, which sets out the expectation that all schools should be mobile phone-free environments by default.

Roles and responsibilities

Staff

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 Governing Body, Headteacher and Designated Safeguarding Leader are responsible for monitoring the policy and reviewing it every two years 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 pupils are present or during contact time. 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, meeting room and Senior Leaders offices).

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. For instance (this list is non-exhaustive):

- 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 0113 2689160 as a point of emergency contact.

Data protection

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. Chat GPT)

For more information regarding acceptable use of ICT, data protection or AI use in schools, please refer to these separate policies.

Safeguarding

- Staff must not give their personal contact details to parents/carers or pupils, including by 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 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.
- Staff may use their mobile phone when pupils are not present to access the 2-factor authentication required to allow them access to their Google Workspace for work purposes. Designated Safeguarding Leaders may use their mobile phones when pupils are not present to access the Authy App required to allow them access to their DSL CPOMS account.

Using personal mobiles for work purposes

In some limited 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

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 that 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

Some members of staff are provided with a mobile phone by the school for work purposes.

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
- Make sure that all communication and 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. See disciplinary policy for more information.

Use of mobile phones by pupils

- Children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone on to the school premises but must deposit it with the school office at the start of the day and collect it from the office at the end of the day.
- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.
- Mobile phones deposited in the office by children will be kept safely in a locked cupboard. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.
- Children are not allowed to bring mobile phones into any other areas of the school.
- Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).
- Any mobile phones discovered to have been brought into the school and not handed in to the office will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the Senior Leadership Team.

In circumstances where there is a suspicion that material on a mobile phone may provide evidence relating to a criminal offence the phone will be handed over to Designated Safeguarding Lead or to the head teacher for further investigation and the parent or carer asked to collect it from them.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying.

Our pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

Use of smartwatches by pupils

The DfE's statutory mobile phones guidance includes in the term 'mobile phones', all devices with communications and smart technology that the school chooses to include in its policy.

Manor Wood Primary School does not allow pupils to bring in or wear smart watches in school. Any smart watches discovered to have been brought into the school will be confiscated immediately. Parents or carers will be asked to collect the smart watches from the school office.

Use of mobile phones by parents/carers, volunteers and visitors

Parents and carers 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 class assembly), 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 make sure that their phones are appropriately labelled or identifiable, ready to be stored away securely at the school office during the school 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 provided to them. Failure by staff to do so could result in data breaches.
- Confiscated phones will be stored in the Headteachers office in a secure, locked cupboard and parents/carers will be contacted.
- Lost phones should be returned to the school office. The school will then attempt to contact the owner.

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 or from school.

Monitoring and review

The school is committed to making sure that this policy has a positive impact on 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 DfE, the local authority and any other relevant organisations

Appendix 1 : Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow the named child to bring their mobile phone to school because they (select as appropriate):

- Travel to and from school alone
- Are a young carer
- Need the mobile phone to support their medical needs
- Other :

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right to revoke permission if a breach of policy occurs.

PARENT/CARER	
Mobile phone make/model:	
Parent/carer signature:	
Date:	

FOR SCHOOL USE ONLY	
Mobile phone make/model received:	
Authorised by:	
Date:	

This Mobile Phone Policy was adopted by Manor Wood Primary School on 15th October 2026

Chair of the Local Governing Board: Mrs K Adams		
Signature:	Kim Adams	**Kim Adams**
Frequency of review:	2 years	
To be reviewed by:	Manor Wood Primary School Local Governing Board	
Date of next review:	October 2028	

REVIEW RECORD

Date of review	Reason for review	Date of next review
October 2028		

Name:		Signature:	

on behalf of MWPS Local Governing Board

Date of review	Reason for review	Date of next review
	-	

Name:	Kim Adams		Kim Adams

on behalf of MWPS Local Governing Board

Date of review	Reason for review	Date of next review
	-	

Name:	Kim Adams	Signature:	Kim Adams

on behalf of MWPS Local Governing Board