



ROOTED IN GOD'S LOVE, EVERYONE GROWING TOGETHER  
TO BECOME THE BEST THAT WE CAN BE

# MOBILE PHONE POLICY

## 2026-2027

Policy Leader	Helen Porter
Nominated Governor	Paul Adnitt
Last Updated	July 2026
Approved by the Governing Body	Approved July 2026
Date to Review	July 2028



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## 1. INTRODUCTION AND AIMS

At Barrow URC Primary School, we recognise that mobile phones, including smartphones, are an important part of everyday life for our pupils, parents/carers, staff and the wider school community.

Our policy aims to:

- Promote and set an example for safe and responsible phone use while at school.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers and volunteers.
- Support the school's other policies, especially those related to safeguarding, behaviour and online safety.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to safeguarding and child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage
- Appropriate use of technology in the classroom

## 2. ROLES AND RESPONSIBILITIES

### Staff

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

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, reviewing it (at least every two years), and holding staff and pupils accountable for its implementation.

## 3. USE OF MOBILE PHONES BY STAFF

### 3.1 Personal Mobile Phones



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Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls or send texts while children 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.

There may be circumstances in which it is appropriate for a member of staff to have access to their phone during contact time, for example:

- For emergency contact from their child or their child's school
- In the case of acutely ill dependants or family members

The Headteacher will decide on a case-by-case basis whether special arrangements are required.

If special arrangements are not deemed necessary, staff can use the school office number as a point of emergency contact.

### **3.2 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. ChatGPT, Google Gemini or similar AI services).

Detailed guidance on data protection can be found in the school's Data Protection Policy, Online Safety Policy and Acceptable Use Policy.

### **3.3 Safeguarding**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) must refrain from giving 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 from parents/carers or pupils.

Staff must read the school's Communications and Social Media Policy regarding contact with pupils and parents/carers through messaging apps and social media.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If photographs or recordings are required as part of a lesson, visit or activity, they must be taken using school equipment.



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### 3.4 Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work purposes. Such circumstances may include:

- Emergency evacuations
- Supervising off-site visits
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner in line with the Staff Code of Conduct.
- Not use their phones to take photographs or recordings of pupils.
- Refrain from using their phones to contact parents/carers. Any necessary contact should be made through the school office..

### 3.5 Sanctions

Staff who fail to adhere to this policy may face disciplinary action.

See the school's Staff Disciplinary Policy for further information.

## 4. USE OF MOBILE PHONES BY PUPILS

Pupils are allowed to bring a mobile phone to school if they are:

- Travelling to and from school independently with parental permission.
- Staying overnight or at weekends with a family member who is not their primary caregiver.

Pupils may bring phones to school, but they must be turned off when they arrive on site. Pupils must not use them on site. Phones must be handed into the school office at the start of the school day, where they will be stored securely until home time.

If a pupil collects their mobile phone after school and remains on site to attend an after-school club, activity, intervention or event, the phone must remain switched off and stored in their bag at all times until they leave the school premises. Mobile phones must not be used whilst participating in any school-led activity.

### 4.1 Sanctions



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If a pupil breaches this policy, their phone will be confiscated and stored securely in the school office. Parents/carers will be contacted and asked to collect the device at the end of the school day.

Schools are permitted to confiscate phones under Sections 91 and 94 of the Education and Inspections Act 2006.

If a member of staff becomes aware of inappropriate content on a phone, or suspects inappropriate or criminal behaviour, they must inform the Designated Safeguarding Lead immediately.

Certain types of conduct, bullying or harassment may constitute criminal offences. The school takes such conduct extremely seriously and will involve the police or other agencies where appropriate.

Examples include:

- Sharing nude or semi-nude images or videos
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, texts or social media posts directed at someone because of their ethnicity, religion, disability, gender or sexual orientation

## 5. USE OF MOBILE PHONES BY PARENTS/CARERS, VOLUNTEERS AND VISITORS

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy when on the school site during the school day.

This means:

- Not taking photographs or recordings of pupils, unless at a public event or of their own child.
- Using photographs or recordings for personal use only and not posting them on social media without appropriate consent.
- Not using phones during lessons or while working with pupils.

Parents/carers, visitors and volunteers will be informed of these expectations when signing in at reception or attending a school event.

Parents/carers or volunteers supervising school visits or residential trips must not:



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- Use their phone to contact other parents/carers.
- Take photographs or recordings of pupils or their work.

They are also responsible for helping enforce the school's expectations regarding pupil mobile phone use.

Parents/carers should 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 should not contact their child directly on a personal mobile phone.

## 6. LOSS, THEFT OR DAMAGE

Pupils bringing phones to school must ensure they are clearly labelled and handed into the school office at the start of the day.

Pupils should secure their phones using passwords or PIN codes where appropriate. Staff must also secure both personal and work phones to reduce the risk of data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, during educational visits, on school transport, or while travelling to and from school.

Any confiscated phones will be stored securely in a locked location within the school office. Lost phones should be handed to the school office, which will attempt to identify and contact the owner.

## 7. MONITORING AND REVIEW

Barrow URC Primary School is committed to ensuring 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 pupils and parents/carers
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant guidance from the Department for Education, the Local Authority and other relevant organisations

This policy will be reviewed at least every two years.



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