



MOBILE PHONE POLICY



Reviewed by:	Education Standards Director
---------------------	------------------------------

Reviewed:	July 2026
------------------	-----------

Review Frequency:	Every 3 Years
--------------------------	---------------

Next Review Date:	July 2029
--------------------------	-----------

Approved by:	Executive Team
---------------------	----------------

Approval Date:	15 July 2025
-----------------------	--------------

Contents

1. Introduction and aims	2
2. Relevant guidance	2
3. Roles and responsibilities	2
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils.....	4
6. Use of mobile phones by parents, volunteers and visitors	6
7. Loss, theft or damage	7
8. Monitoring and review	7
Appendix 1: Mobile Phone Code of Conduct for pupils allowed to bring a mobile phone in due to exceptional circumstances	8
Appendix 2: Permission form allowing a pupil to bring their phone to school.....	8
Appendix 3: Template mobile phone information for visitors.....	8

1. Introduction and aims

At Campfire Education Trust we recognise that mobile phones, including smart phones and smart technology, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. Our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices, (this includes smart watches, which have the capability to send and receive calls, texts or emails and recording features that enable photographs and video to be taken).

2. Relevant guidance

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 is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

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

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

The headteacher is responsible for holding staff and pupils accountable for its implementation.

3.2 Governors

The local governing board are responsible for monitoring this policy.

4. Use of mobile phones by staff

4.1 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 children are present or during contact time.

Use of personal mobile phones must be restricted to non-contact or break time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- 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-case -basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process pupil or staff 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 Gemini).

For more detailed guidance on data protection please see the CET data protection policy, acceptable use policy and AI policy.

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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.

4.4 Using personal mobiles for work purposes

In some 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 aren't limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Please see the schools policy on educational visits.

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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

4.5 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 phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.
See the school's conduct and discipline policy for more information.

5. Use of mobile phones by pupils

At Campfire Education Trust, we recognise that some pupils may need to bring a mobile to school in certain instances. For example:

- Travelling to school by themselves
- Young carers who need to be contactable

In line with the DfE's mobile phone guidance, 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).

Pupils in Reception to Year 4 are not allowed to bring personal mobile phones to school.

At Campfire Education Trust, we recognise that some pupils in Year 5 and 6 may need to bring a mobile to school in certain instances. For example:

- Travelling to school by themselves
- Young carers who need to be contactable

If children, in Year 5 and 6, need to bring their mobile phones into school, they must comply with the following rules:

- All phones must be handed in to the member of staff on the gate each morning, as they enter school.
- Phones are locked away in a box in the school office and returned safely at home time.

If a phone is not handed in:

- If a child is found not handing their phone in, it will be confiscated.
- A parent or carer will need to collect the phone from the school office.
- The school reserves the right to search bags and coat pockets if a pupil is believed to be keeping a phone with them during the day as mobile phones are a prohibited item.

Mobile phones may not be bought on residential trips

Any use of mobile devices in school by children must be in line with the acceptable use agreement (see appendix 1).

5.1 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 their policy.

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. Some smartwatches have wellness and health-related features.

To support pupils' learning, wellbeing and online safety, **smartwatches are not permitted in school.**

For the purposes of this policy, a smartwatch is any watch that is capable of connecting to the internet or another device, or can send or receive messages, make or receive calls, take photographs or recordings, or access apps.

Pupils who need to wear a watch to tell the time should wear a **standard analogue or digital watch** that does not have any of the above functions.

If a pupil brings a smartwatch to school:

- Smartwatches must not be worn during the school day.
- They should be handed to the member of staff on the gate on arrival, where they will be securely stored in the school office and returned to the pupil at the end of the school day.
- The school cannot accept responsibility for smartwatches that are brought into school against this guidance and are not handed in.

If a smartwatch is not handed in:

- If a pupil is found wearing or using a smartwatch during the school day, it will be confiscated.
- A parent or carer will need to collect the smartwatch from the school office.
- The school reserves the right to search bags and coat pockets if there is reasonable suspicion that a pupil is carrying or wearing a smartwatch in breach of this policy, as smartwatches are a prohibited item.

Smartwatches are not permitted on educational visits or residential trips, unless there are exceptional circumstances agreed in advance by the Headteacher.

Our approach is intended to minimise distractions, protect pupils' privacy, reduce safeguarding risks associated with internet-enabled devices and ensure all children are fully engaged in learning throughout the school day.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, for example pupils with diabetes who use their mobile phone to monitor blood glucose levels. Permission will only be granted where there is a documented safeguarding or medical necessity.. To request such permission, pupils or parents/carers should contact the Headteacher or Head of School.

Any pupils who are given permission must then adhere to the school's acceptable use policy for mobile phone use (see appendix 1).

5.3 Sanctions

Any breach of the acceptable use agreement by a child may trigger disciplinary action in line with the school's Behaviour for Learning Policy, which may result in the confiscation of their device under sections 91 and 94 of the Education and Inspections Act 2006

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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

Parents/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 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
- 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 which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above but must refer any 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 his/her personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled with their name (clearly displayed and securely attached), and are handed to their class teacher as soon as they come onto school site.

Pupils must secure their 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.

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.

Confiscated phones will be stored in the school office in the school safe and must be collected by the parent or carer.

If the school confiscates phones from pupils then it becomes responsible for the phone, and can be held responsible for loss, theft, or damage.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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 Department for Education, the local authority or other relevant organisations

This policy is reviewed every three years by the Education Standards Director.

Appendix 1: Mobile Phone Code of Conduct for pupils

Mobile Phone Code of conduct

Pupils in Reception to Year 4 are not allowed to bring personal mobile phones to school.

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

Pupils in Year 5 and 6 are allowed to bring mobile phones to school to support them as they begin to walk to school on their own. If you are in Year 5 or 6 and need to bring your mobile phone into school, you must comply with the following rules:

- Your phone must be handed in each morning at the school gate to the staff member on duty.
- Your phones will be locked away in a box in the school office and returned safely at home time.

If your phone is not handed in:

- It will be confiscated.
- Your parent or carer will need to collect the phone from the school office.
- The school reserves the right to search your bag(s) and coat pockets if we believe you are keeping a phone with you during the day as pupil mobiles phones are a prohibited

"I agree to hand in my personal mobile phone to school and will not bring it on school trips/residential unless a teacher has permitted me to do so in writing."

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share pornography or other harmful content.

11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid

Appendix 2: 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 [pupil name] to bring their mobile phone to school because they:
List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Need the phone to support their medical needs

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

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	