



KERESLEY GRANGE
PRIMARY SCHOOL

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Keresley Grange Primary School

Mobile Phone Policy

September 2026

Written by: John Astley, August 2026

Agreed by governors: September 2026

Shared with staff: 1st September 2026

Frequency of review: Bi-annually

Date of next review: September 2028

1. Introduction and aims

At Keresley Grange 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
- Provide 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
- 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 is to be read alongside The Futures Trust Acceptable Use and Bring Your Own Device policies.

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 includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 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 headteacher is responsible for monitoring the policy and reviewing it every 2 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.

3.2 Governors

Governors will monitor the application of this policy through half-termly safeguarding meetings with the headteacher.

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 pupils are present. 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'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 02476 332131 as a point of emergency contact. A private room will be provided if needed.

In exceptional circumstances, there may be a need for a member of staff to use their personal mobile but these are strictly limited. See section 4.4 for more information.

4.2 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 and Google Gemini).

See school Privacy Notice and TFT Acceptable Use policy for more information.

4.3 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, such as a iPad.

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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Emergency situations
- Supervising off-site trips and there is no landline or work device alternative
- Supervising residential visits and there is no landline or work device alternative

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
- Dial 141 before the number to make the caller ID invisible

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 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

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. 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 site but must deposit it in their class basket which is taken to the school office at the start of the day and collected from the office at the end of the day. This only applies to children in Year 6 who walk on their own to school and who's parents have filled in and sent the agreement form into school (Appendix A).

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 by any other child. 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 the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation and the parent or carer asked to collect it from them.

There may be some exceptional circumstances where a child in a different year group must have a device in school (eg for medical reasons). These will be assessed on a case-by-case basis and will usually be kept under supervision of school staff.

Pupils throughout the school but especially in upper Key Stage 2 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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

Smartwatches with connectivity to messaging or apps are not allowed to be worn by pupils at Keresley Grange. We do recognize that some children wish to monitor their health and steps during the day so FitBit-style watches may be worn as long as there is no additional connectivity on the device.

6. 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 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. This information is provided in the visitor leaflet which is given to all visitors on arrival. Any volunteers who do so on more than one occasion will have this included in their volunteer induction.

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.

At any school events involving their children (eg assemblies, Sports Day), parents and carers are reminded that they may use their mobile phones to take photos or videos but only of their child and must not share on any social media.

7. 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

Any pertinent updates or issues regarding this policy will be raised with the designated safeguarding governor by the headteacher at the half-termly meetings.

Appendix A – mobile phone agreement with parents

Only children who walk to and from school on their own in Year 6 are permitted to bring a mobile phone to and from school. It is solely to be used for their safety.

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.

Name of child:

Class:

Make and serial number of the telephone:

Mobile Phone Number:

- I give permission for my child, (named above), to bring a mobile telephone to school. I understand that the telephone should be put in the box at the beginning of the school day and be returned to my child at the end of the day. I also understand that it is my child's responsibility to collect the phone at the end of the day.
- 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.
- The school will not accept any responsibility for how mobile phones are used by children on the way to, or out of, school.
- I will not try to make contact with my child's mobile phone during the day. If I need to contact school, I will do so in the usual ways (landline, Studybugs, email)
- 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 my child fails to abide by the rules stated in the school policy, I understand that Keresley Grange may withdraw permission allowing my child to bring the mobile telephone to school.

Parent Name:

Parent Signature:

Date: