

# **GREAT CHART PRIMARY SCHOOL**

## **Mobile Phone Policy Staff and Pupils**

**January 2026**



***A Great Place to Discover and Learn***

**Vision Statement**

**A respectful community where we thrive and achieve our full potential as confident life long learners**

**Mission Statement**

**Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning**

*Our core value is Respect*

*Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence*

# This Policy explains the rules and procedures regarding the use of mobile phones at Great Chart Primary School

## Introduction and Aims

At Great Chart Primary School, the welfare and well-being of our pupils is paramount. We recognise that mobile phones are an important part of everyday life, but they pose specific risks in a primary school setting, including distraction, cyber-bullying, and safeguarding concerns.

This policy aims to:

- Promote safe and responsible use of technology.
- Clearly define the rules for staff, pupils, parents, and visitors.
- Support our **Safeguarding**, **Anti-Bullying**, and **Online Safety** policies.

## 1. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 2. Roles and Responsibilities

- **Headteacher/SLT**: Responsible for monitoring the policy, reviewing it annually, and holding staff/pupils accountable.
- **Staff**: Responsible for enforcing the policy and reporting any breaches or safeguarding concerns immediately.
- **Parents/Carers**: Responsible for supporting the school's rules and following correct communication channels (via the school office) rather than contacting staff or pupils directly on personal devices
- **All staff** (including teachers, support staff and supply staff) are responsible for consistently 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.
- **Governors** will be responsible for reviewing and agreeing this policy with the Headteacher and SLT.

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

### 2a. 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 Bard).  
See **Data Protection Policy**

## 3. Use of Mobile Phones by Staff

To ensure professional standards and safeguarding:

- **Personal Use:** Staff are **not permitted** to use personal mobile phones during contact time or in any space where children are present (e.g., classrooms, playgrounds).
- **Storage:** Phones must be kept on silent/switched off and out of sight (e.g., in a drawer or handbag) during lesson time.
- **Permitted Areas:** Use is restricted to non-contact time in staff-only areas (e.g., staff room, offices, empty classrooms).
- **Photos/Videos:** Staff must **never** use personal devices to photograph or record pupils. All legitimate school media must be captured on school-owned equipment (e.g., school iPads).
- **Smart Watches:** Staff use of smartwatches must be limited to timekeeping during contact time. Using them for messaging/notifications while teaching is not permitted.
- **Exceptions:** In exceptional circumstances (e.g., acutely ill relative), staff may request permission from the Headteacher/SLT to keep their phone accessible. It is also recognised that staff need to use their devices for Two Factor Authentication for Arbor and CPOMS.
- Staff will use their mobile phones in an **appropriate and professional manner**, in line with our **staff code of conduct**.

### 3a. 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. Use of Mobile Phones by Pupils

**General Rule:** Pupils are discouraged from bringing mobile phones to school. They are generally banned from the school site.

#### Exceptions (Year 6 Only):

- Only pupils in **Year 6** who have parental permission to walk to/from school alone may bring a mobile phone for safety purposes.
- **Procedure:**
  1. The parent and Y6 pupil must agree and sign the mobile phone agreement- see child friendly version of this policy
  2. The phone must be switched off immediately upon entering the school gate.
  3. It must be kept securely in the pupil's bag for the entire school day.
  4. It must not be switched back on until the pupil has left the school site.

**Smartwatches:** Smartwatches (devices with internet access or camera/messaging technology) are **not allowed under any circumstances**. Only analogue or digital watches without smart features are permitted.

### 5. Use by Visitors, Volunteers, and Parents

- **Visitors/Volunteers:** Must adhere to staff rules. Phones should be silent/vibrate and not used in the presence of children.
- **Parents:**
  - Please do not use your mobile phone while on school grounds to take photos of other people's children.
  - Do not attempt to contact your child on their personal device during the school day; all contact must go through the School Office.
- **School Trips:** Volunteers/parents accompanying trips are not permitted to use their phones to contact other parents or share images of pupils on social media

**We have a mobile/ device free zone from 2:45pm- 3:15pm in our school ground.**

## **6. Sanctions and Confiscation**

To ensure this policy is robust, the following sanctions apply:

- **Confiscation:** If a pupil is seen with a mobile phone or restricted device out of their bag during the school day, it will be confiscated immediately.
- **Storage:** The device will be handed to a senior member of staff and stored in the school safe.
- **Return:** The device will **not** be returned to the pupil. A parent or carer must collect it from the school office.
- **Searching:** Under the *Education and Inspections Act 2006*, the Headteacher and authorised staff have the statutory power to search for and confiscate items banned by the school rules, including mobile phones.
- **Inappropriate Content:** If a pupil is found taking photos/videos, this is a serious breach of the Behaviour Policy. If indecent images or cyber-bullying material are suspected, the device will not be returned until the issue is resolved, and the police/safeguarding leads may be involved.

## **7. Liability**

Great Chart Primary School accepts **no liability** for the loss, theft, or damage of any mobile phone or device brought onto school premises. Year 6 pupils bring devices entirely at their own risk.

## **8. Monitoring and review**

The 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 staff/ parents/carers and pupils
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisation.