

GREAT CHESTERFORD C. OF E. PRIMARY ACADEMY



Two are better off than one, because together they can work more effectively.

Ecclesiastes 4:9

Mobile Phone Policy

Introduction and Aims

At Great Chesterford C. of E. Primary Academy, our mobile phone 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, behaviour, volunteering and educational visits

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, the term 'mobile phone' refers to mobile phones and similar devices.

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.

Roles and responsibilities

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 three 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 mobile phone during the school day in classrooms, playgrounds or other areas of the school where pupils are. 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 exceptional circumstances in which it's appropriate for a member of staff to have access to their phone during contact time for personal reasons. If this is required, staff should speak to the headteacher who 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 01799 530292 as a point of emergency contact.

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:

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

- Supervising residential visits
- Used as a medical device

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 unless in an emergency when contact via the school office would delay the communication.

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).

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 / work / school trip / activity, this must be done using school equipment.

Sanctions

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

Use of mobile phones by pupils

Pupils in Reception to Year 5 are not permitted to have a mobile phone in school unless explicitly authorised by the headteacher (for example, for a specific medical reason). Children in Year 6 may bring a mobile phone to school but it must be switched off and handed in to the office at the beginning of the school day and collected at the end of the school day. Pupils are not permitted to take their mobile phones on residential trips or educational visits. From September 2027, any Year 6 pupil bringing a phone into school is not allowed to bring in a Smartphone.

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. 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.

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.

Pupils are not permitted to wear smartwatches in school unless explicitly authorised by the headteacher (for example, for a specific medical reason).

Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances.

In the case of permission due to exceptional circumstances, 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.

An acceptable use agreement will be drawn up for any pupil where an exception has been granted.

Sanctions

Any member of staff has the right to confiscate a mobile if a pupil is caught with it on the. Searches of pupils will be carried out in line with the DFE's guidance on searching, screening and confiscation. Any confiscated phones will be given to the headteacher. The headteacher will then contact the parents to explain the school policy and agree collection of the device taking into account whether this is a repeat offence, whether there are any relevant special circumstances or whether the pupil's behaviour may indicate they may be suffering, or at risk, of harm. In each case, the sanction given must be reasonable and proportionate.

Certain types of conduct, bullying or harassment can be classified as criminal conduct for children over the age of 10. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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.

Parents/carers or volunteers supervising school trips 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, switched off ready to be stored away securely in the school office during the school day.

Pupils should 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 with appropriate pin codes or passwords. 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 or from school.

Confiscated phones will be stored in the headteacher's office in a locked cabinet.

Lost phones should be handed to the headteacher or member of the office team. The school will then attempt to contact the owner.

Monitoring and review

The school is committed to making sure that this policy has a positive impact on pupils' education, behaviour and welfare. This policy was written in September 2026 and will be reviewed every three years. 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

Signed: <i>Amy Sargeant</i> Headteacher	1 st September 2026
Signed: <i>Wazir Mughal</i> On behalf of the Governing Body	22 nd September 2026
Next review date:	September 2029