Broad Square Primary School



Mobile Phone Policy

Date Created: February 2025

Updated on:	Changes made / notes:
Reviewed November 2025	
Reviewed September 2026	Updated in line with DfE statutory guidance on mobile phones in schools (September 2026). Strengthened expectations for a mobile phone-free school day, including smart technology, reasonable adjustments, confiscation and searching procedures.

Introduction

At Broad Square Primary we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.
Our policy aims to:

- Promote safe and responsible phone use
- 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' includes smartphones, smartwatches and other personal interactive communication technology capable of sending or receiving messages/notifications or recording audio, photographs or video."

This policy has been developed with regard to the Department for Education's statutory guidance 'Mobile phones in schools', which schools are expected to follow from 1 September 2026. It should be read alongside Keeping Children Safe in Education 2026, Behaviour in Schools, the school's Relationships Policy, Child Protection and Safeguarding Policy, Online Safety Policy and Acceptable Use Policy.

Broad Square Primary School is a mobile phone-free environment throughout the school day. Pupils must not use or have access to mobile phones or other personal smart technology during the school day, except where an agreed exception applies.

Roles and Responsibilities

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 are responsible for monitoring and reviewing this policy. This can be done via the safeguarding link governors during their termly visits.

Use of Mobile Phones by Staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children 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/DSL 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 0151 226 1117 as a point of emergency contact.

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). All staff are required to sign the ICT acceptable use policy.

Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. If staff need to share their details with parents in the school on a social level e.g., their child is in the same class as a pupil in our school and are going to a party at the weekend, then this information needs to be shared with a member of the safeguarding team.
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 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.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

- Supervising residential 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/carers. If necessary, contact must be made via the school office.

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.

Use of mobile phones by pupils

Pupils must not use or have access to mobile phones or other personal smart technology during the school day, including during lessons, transition times, breaktimes and lunchtimes. Where a Year 6 pupil has permission to bring a mobile phone to school because they travel to or from school independently, the device must be switched off and handed to the designated member of staff immediately on arrival. It will be stored securely in the school office and returned at the end of the school day. An exception to this rule would be a pupil with diabetes who needs to use their phone to monitor their blood sugar. Exceptions may also be agreed by the Headteacher or DSL where a pupil requires access to a device because of a medical need, disability, SEND or other exceptional circumstance. Reasonable adjustments will be considered on an individual basis.

If a pupil is bringing a mobile phone into school, parents and carers are required to fill in a form from school so they understand what is expected.

Where a pupil breaches this policy, the device may be confiscated in accordance with the school's relationships policy. Parents/carers will be informed where appropriate. Repeated breaches may result in permission to bring a mobile phone onto the school site being withdrawn. Sanctions will be reasonable and proportionate and will take account of the pupil's age, SEND and individual circumstances.

Where there are reasonable grounds to suspect that a pupil possesses a mobile phone or other device contrary to school rules, authorised staff may search for the device in accordance with the school's Behaviour Policy and the DfE's Searching, Screening and Confiscation guidance

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

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 and not posting on social media without consent.
- Not using phones in lessons, or when working with pupils

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 choosing to bring a mobile phone to school must ensure that the phone is given to a member of staff and is appropriately identifiable.
Pupils must 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, 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.

Monitoring arrangements

The school's expectations regarding mobile phones will be communicated to pupils, parents/carers, staff and visitors. Pupils will be reminded of the policy at the beginning of each academic year and at appropriate points throughout the year

Through Personal Development/RSHE and online safety education, pupils will be taught about the safe and responsible use of mobile technology, including online safety, cyberbullying, privacy and the benefits of a mobile phone-free school environment

This policy will be shared with governors and reviewed annually.

This policy can be provided in different formats upon request.

Date: October 2026

Signed: Mr R. Morgan

(Chair of Governors)

Date: October 2026

Signed: Mrs C. Foden

(Head Teacher)