

Mobile Phone Framework

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Introduction and aims

At St James CofE Primary School our framework 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 our Safeguarding and Child Protection, Behaviour and Online Safety policies

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](#).

Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this framework 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 framework.

The Headteacher is responsible for monitoring and reviewing the framework, 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

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to have their phone on their person or use their personal mobile phone during the school day, 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 or PPA room).

There may be circumstances in which it's appropriate for a member of staff to have their phone on their person during contact time for personal reasons.

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 01932 851 762 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 Gemini).

Safeguarding

Staff must not give their personal contact details to parents/carers 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/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.

Work phones

Some mobile phones are available for staff to use within 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
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

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

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

Pupils in Year 6, who walk to and from school on their own, may bring mobile devices into school, but are not permitted to use them on the school site. Upon arrival at school, all mobile phones must be switched off and handed to the class teacher and they will be stored securely for the duration of the day.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device. Mobile phones are subject to search and confiscation in accordance with the school's Behaviour Policy.

Use of smartwatches by pupils

The DfE's [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.

Smart watches with messaging, calling, or internet capabilities are not allowed. Basic watches without connectivity are permitted.

Exceptions for medical needs and reasonable adjustments

The school recognises that, in some circumstances, pupils and staff may require access to a mobile device as part of their medical care or to meet their individual needs.

In line with the Equality Act 2010 and Department for Education guidance, reasonable adjustments will be made where necessary to ensure that pupils with disabilities, medical conditions or additional needs are not placed at a disadvantage.

This may include (but is not limited to):

- Pupils with medical conditions requiring monitoring devices (e.g. diabetes continuous glucose monitors connected to a smart device)

Any such arrangements:

- Must be agreed in advance with the Headteacher (or delegated senior leader)
- Will be clearly documented
- Will include appropriate safeguards to ensure the device is used only for its intended purpose

Parents/carers should contact the school to discuss any requests. Each case will be considered individually, balancing the pupil's needs with the school's responsibility to maintain a safe, disruption-free learning environment.

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

Parents are encouraged to reinforce and discuss this framework 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 framework 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 while on site, unless it's at a public event (such as a school fair), or a performance. Photos and videos must only be of their own child
- Using any photographs or recordings for personal use only, and not posting on social media.
- Not using phones in school, when working/volunteering 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 that could identify a pupil

Year 6

Year 6 pupils bringing mobile phones to school for travel purposes must ensure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

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.

Year 6 pupils bringing mobile phones to school do so entirely at their own risk. The school accepts no responsibility for the loss, theft, or damage of personal electronic devices brought onto the premises

Monitoring and review

The school is committed to ensuring that this framework has a positive impact on pupils' education, behaviour and welfare. When reviewing the framework, 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 and any other relevant organisations

If there are any concerns regarding this framework, these should be brought to the attention of the Headteacher in a timely manner.

