



Swarland Primary School
"The Best That We Can Be"



MOBILE PHONE POLICY

(for the purpose of this policy phones include mobile devices, tablets, smart phones, smart devices, fit bits, smart watches etc)

Introduction

In Swarland Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and devices in school has been drawn up in the best interests of pupil safety and staff professionalism. It has considered the DFE guidance on Mobile Phones in School January 2026.

Related policies

- ❖ Child Protection policy
- ❖ Social networking policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Acceptable use policy
- ❖ E safety policy

Use of mobile phones and devices

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips unless there are exceptional circumstances (see below).
- Pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime
- Our school will facilitate pupils who walk to and from school independently, to hand a mobile phone to staff at the start of the school day as this allows all pupils to feel safe on their journey to and from school, while removing digital distraction for the entirety of the school day. If in the event of a parent wishing for his/her child to bring a mobile phone to school to facilitate the above:
 - the parent must put their request in writing to the Headteacher

- the phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent. Consequences will be followed using our behaviour policy.
- Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision being taken by the school 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.

Staff:

- Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. Staff must have their phones on 'silent' or switched off during class time.
- There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to use multi-factor authentication
- Staff may not make or receive calls, texts or e-mails during teaching time. If there are extreme circumstances, (eg. acutely sick relative) the member of staff will have made the Headteacher aware of this and can have their phone on in the staffroom in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (in staff room lockers) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Mobile phones may be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school will send each family a message/email informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

Parents & other visitors:

- We request that visitors do not use mobile phones in the school building or grounds and these should be switched off whilst on site.
- Mobile phones must never be used to take photographs in the school building or ground. However, we understand parents may wish to photograph or film performances such as the Christmas Play or celebrations. Parents and Carers may do so providing it is for personal use only. We encourage parents to sign an acceptable use of film and photographs agreement.
- Contractors using phone cameras to capture images for work must seek headteacher permission and ensure no children are present.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

This policy will be reviewed by Governors periodically.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher	10.11.14	1.0	Pending staff & Governor consultation
Changed by	Revision Date		
School	23.2.16	2.0	Revision to state mobile phones to be kept in staff room or school office at all times.
School	23.2.17	3.0	Final version for publication amended to include reference to multiple devices.
	18.9.19	3.1	Reviewed with reference to school mobile phone removed due to parent mail replacement.
	22.08.22	3.1	Reviewed – no changes made.
	8.9.2025	3.1	Reviewed – minor grammar changes. No change to content.
	26.01.26	3.2	Amended following DFE Guidance issued in Jan 2026 on Mobile Phones in School.

