



St Stephen's Junior School

Mobile Phone Policy

2026

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Contents

1. Introduction and aims
2. Relevant guidance
3. Roles and responsibilities
4. Use of mobile phones by staff
5. Use of mobile phones by pupils
6. Use of mobile phones by parents/carers, volunteers and visitors
7. Loss, theft or damage
8. Monitoring and review

1. Introduction and aims

At St Stephen's Junior School, we recognise that mobile phones and similar devices, including smartphones and smart technology-enabled devices, are part of everyday life for many pupils, parents/carers and staff. However, their presence in a primary school environment presents safeguarding, wellbeing and learning considerations.

This policy aims to:

- Promote safe and responsible use of mobile phones
- Set clear expectations for pupils, staff, parents/carers, visitors and volunteers
- Support safeguarding, behaviour and wellbeing across the school
- Reduce distraction to learning and social interaction

Throughout this policy, the term *mobile phones* includes smartphones, smartwatches and any device with communication or recording capability.

2. Relevant guidance

3.

This policy is informed by and aligned with:

- DfE *Mobile phones in schools* (February 2024)
- DfE *Behaviour in schools* guidance
- DfE *Searching, Screening and Confiscation* guidance
- *Keeping Children Safe in Education* (current version)

This policy should be read alongside:

- Behaviour Policy
- Restrictive Intervention (Reasonable Force and Seclusion) Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy

3. Roles and responsibilities

3.1 Staff

All staff are responsible for the consistent and calm implementation of this policy.

- Staff must not physically intervene to retrieve mobile phones.
- Any refusal to follow instructions regarding mobile phones must be managed through the Behaviour Policy.
- Volunteers must alert a member of staff if they witness a breach of this policy.

The headteachers are responsible for monitoring and reviewing this policy annually.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers and contractors) must not use personal mobile phones when pupils are present. Use must be limited to non-contact time and designated staff areas such as the staffroom.

Exceptions may be permitted in cases such as:

- Emergency contact involving a dependent
- Acute illness or family emergency

Any exception must be approved by the headteacher.

4.2 Data protection and safeguarding

- Staff must not use personal devices to take photographs, videos or audio recordings of pupils.
- Staff must not share personal contact details with pupils or parents/carers.

4.3 Sanctions

Failure to adhere to this section may result in disciplinary action in line with the staff disciplinary policy and Code of Conduct.

5. Use of mobile phones by pupils

Pupils must not use mobile phones during the school day, including before school activities, lessons, breaktimes, lunchtimes and in after-school provision.

Bringing mobile phones to school

Pupils may bring mobile phones to school **only** to support travel to and from school, subject to the following conditions:

- Phones must be switched off on entry to the school grounds (either main gate by Reception or at the top gate ahead of school path).
- Phones must be handed immediately to the class teacher or designated staff member for secure storage throughout the day.
- Phones must not be used at any point during the school day.
- The school accepts no liability for loss or damage

Confiscation and refusal

If a mobile phone is used during the school day or is not handed in as required:

- The phone will be confiscated **only where this can be done calmly and safely**.
- The phone will be stored securely in the school office.
- The phone will be returned **directly to parents/carers** at the end of the school day.

Staff will not use physical intervention to retrieve a mobile phone.

If a pupil refuses to hand over a phone:

- This will be managed as a behaviour matter in line with the Behaviour Policy.
- The pupil may be supported by senior leaders, removed to a calm space, and a restorative follow-up arranged.
- Parents/carers will be informed and may be asked to attend site if the device has still not been given to an adult in the school.

At no point will physical restraint be used solely to confiscate a mobile phone. Any use of physical intervention must meet the threshold set out in the Restrictive Intervention Policy and relate to safety, not compliance.

5.1 Smartwatches

Smartwatches are treated in the same way as mobile phones.

- Pupils should not wear smartwatches during the school day.
- Any smartwatch brought to school must be switched off and handed to the class teacher on arrival.
- Smartwatches must not be worn during lessons, breaktimes or lunchtimes.

5.2 Searching and safeguarding concerns

Staff may search a pupil or a pupil's possessions **only** in line with DfE Searching, Screening and Confiscation guidance.

A mobile phone may be searched where there is a safeguarding concern, for example if staff have reason to believe it contains:

- Inappropriate images or content
- Evidence of harm, bullying or criminal activity

Any such concern must be reported to the DSL and recorded on the school's safeguarding system.

5.3 Sanctions and SEND considerations

Any sanction relating to mobile phone misuse will be:

- Reasonable and proportionate
- Considered in light of a pupil's age, SEND, disability or medical needs
- Reasonable adjustments will be made where appropriate, and individual arrangements may be agreed with parents/carers.

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

Parents/carers, visitors and volunteers must:

- Follow guidance around mobile phones when entering the school building and signing in.
- Ensure that mobile phones are not in use if invited into the school grounds during the school day.
- Not take photographs or recordings of pupils whilst on the school site. (except at public events and of their own child)
- Not post images or recordings involving pupils on social media without consent

7. Loss, theft or damage

- The school accepts no responsibility for loss, theft or damage to personal devices.
- Confiscated devices are stored securely in the school office.
- Lost devices should be reported to the school office.

8. Monitoring and review

This policy will be reviewed annually and in response to:

- Safeguarding or behaviour incidents
- Feedback from pupils, parents and staff
- Updates to statutory or national guidance

This policy should always be applied with reference to safeguarding, dignity and the school's commitment to positive behaviour and wellbeing.