

Believe, Achieve & Inspire



Mobile Phone Policy

Approved by: Headteacher
Last Reviewed On: September 2026
Next Review Due By: September 2028

Policy Rationale

The purpose of this policy is to set out clear, consistent expectations regarding the possession and use of mobile phones within Even Swindon Primary School. This policy aims to:

- Safeguard and promote the welfare of all pupils by minimising risks associated with mobile phone use, including online safety and peer-on-peer abuse.
- Support effective behaviour management by reducing distractions and potential disruptions to teaching and learning.
- Foster a safe, respectful, and inclusive school environment where pupils, staff, and visitors understand their responsibilities regarding mobile technology.
- Ensure compliance with all statutory and regulatory requirements, including those relating to safeguarding, data protection, and behaviour.
- Promote pupil wellbeing by encouraging healthy boundaries around technology use during the school day.

This policy is informed by guidance from the Department for Education (DfE), Ofsted, the Education Endowment Foundation (EEF), and Swindon Borough Council. The DfE strongly encourages primary schools to restrict mobile phone use during the school day to support learning, wellbeing, and safeguarding. Ofsted's inspection framework requires schools to demonstrate robust procedures for managing mobile phones, particularly in relation to safeguarding and behaviour.

Research from the EEF and other educational bodies highlights that mobile phones can be a significant source of distraction and can increase risks related to online safety, bullying, and data privacy. By restricting mobile phone use, Even Swindon Primary School seeks to create an environment where all children can learn, play, and develop free from unnecessary distractions and risks.

Who the Policy Applies To

This policy applies to all pupils, staff, parents, carers, visitors, contractors, volunteers, and any other individuals present on the premises of Even Swindon Primary School or participating in school-organised activities, including off-site events and trips.

Policy Principles and Expectations

Pupil Mobile Phone Expectations

Pupils are not permitted to use mobile phones on the school site at any time during the school day. If a pupil brings a mobile phone to school (for example, for safety reasons when travelling to and from school), the following procedures must be followed:

- On arrival at school, the pupil must hand their mobile phone to a designated member of the class team.
- The phone must be switched off before being handed in.
- The phone will be stored securely in a locked box, managed by a member of staff, for the duration of the school day.
- The phone may only be retrieved at the end of the school day, under staff supervision.
- At no time should a pupil use, access, or display their mobile phone on the school site.
- Any breach of these expectations will be managed in accordance with the school's behaviour and safeguarding policies.

Staff Mobile Phone Expectations

Staff are expected to model responsible and professional behaviour regarding mobile phone use:

- Personal mobile phones must be switched off or set to silent and stored securely (e.g., in lockers or a designated staff area) during the school day.

- Staff may only access their personal phones during designated break times and in areas where pupils are not present.
- If a staff member is expecting an urgent or emergency call (e.g., from a family member or medical professional), they must seek prior agreement from the Headteacher to keep their phone with them. In such cases, the phone must remain on silent and be used discreetly, away from pupils whenever possible.
- Work-issued staff phones may be used for operational communication across the school site, provided that all safeguarding protocols are followed. These phones must not be used for personal purposes or in the presence of pupils unless necessary for school business.

Parent and Visitor Expectations

To maintain a safe and respectful environment:

- Parents, carers, and visitors are not permitted to use mobile phones on the school site, including in classrooms, corridors, playgrounds, and at school events, unless prior permission has been granted by the Headteacher for a specific event or purpose.
- If a parent or visitor needs to use their phone in an emergency, they should do so in a designated area and only with the knowledge and consent of staff.
- All parents and visitors must comply with the school's safeguarding and data protection requirements regarding mobile phone use.

Filming and Photography Restrictions

In line with safeguarding and data protection legislation:

- The filming or photographing of children by anyone (pupils, staff, parents, visitors, contractors, or volunteers) is strictly prohibited on the school site, unless explicit permission has been granted by the Headteacher for a specific, supervised event.
- Any images or recordings taken with permission must be managed in accordance with the school's data protection policy and must not be shared on social media or other platforms without authorisation.
- Any unauthorised use of mobile phones for filming or photography will be treated as a serious breach of policy and managed in accordance with safeguarding and disciplinary procedures.

Safeguarding Risks and Controls

Risks:

- Inappropriate use of mobile phones can expose pupils to risks such as cyberbullying, online grooming, access to inappropriate content, and peer-on-peer abuse.
- Mobile phones can be used to take unauthorised photographs or videos, potentially leading to breaches of privacy and safeguarding.

Control Measures:

- Requiring all pupil phones to be handed in and stored securely eliminates opportunities for misuse during the school day.
- Staff vigilance and supervision ensure that any breaches are identified and addressed promptly.
- Regular training and communication reinforce the importance of safeguarding and responsible technology use.
- The school's Acceptable Use Policy and Online Safety Policy provide additional guidance on digital safeguarding.

Monitoring Implementation

The effectiveness of this policy will be monitored through:

- Regular spot checks by staff to ensure compliance with phone storage and use procedures.
- Supervision of arrival and departure times to oversee the hand-in and retrieval of pupil phones.
- Ongoing observation of staff, parent, and visitor adherence to the policy during the school day and at events.
- Review of incident logs and safeguarding records to identify trends or recurring issues.

Legislative Requirements

This policy is underpinned by the following statutory and legal requirements:

- **Education Act 2002:** Requires schools to safeguard and promote the welfare of pupils, including managing risks associated with mobile phones.
- **Keeping Children Safe in Education (KCSIE) 2026:** Mandates that schools have robust safeguarding policies addressing the risks of mobile phone use, including online safety and peer-on-peer abuse.
- **Data Protection Act 2018 & UK GDPR:** Requires schools to protect personal data, including images and recordings, and prohibits unauthorised filming or photographing of children.
- **Behaviour in Schools Guidance (DfE, 2022):** Requires schools to set clear expectations for behaviour, including the use of mobile phones, and to communicate these expectations to the whole school community.