



Mobile Phone Policy

Approved by: Head Teacher & Chair of Governors

Date Created: October 2026

Next review Date: October 2028

Signed _____ Head Teacher

Signed _____ Chair of Governors

Date updated _____

Introduction

Ashwood Park Primary School recognises that mobile phones and other smart technologies are now a common part of everyday life for many families and members of staff. While such devices can provide reassurance and support communication outside of school hours, their presence in primary schools can create a number of challenges, particularly in relation to safeguarding, pupil wellbeing, privacy, and the smooth running of the school day. This policy sets out the school's expectations for the safe and responsible management of mobile phones and similar devices at Ashwood Park Primary School. Throughout this document, the term *mobile phone* also includes smart watches and any other device capable of communication, recording, or internet access. Ashwood Park Primary School is committed to ensuring that pupils are able to learn in a safe, focused environment, free from unnecessary distraction or risk. This policy therefore aims to establish clear guidance for pupils, staff, parents, visitors and volunteers, while supporting the school's wider safeguarding, behaviour, online safety and data protection responsibilities.

Relevant guidance

This policy has been developed in accordance with the Department for Education's non-statutory guidance *Mobile phones in schools* and is informed by national expectations around safeguarding and behaviour. It should be read alongside Keeping Children Safe in Education, the Behaviour Policy, the Online Safety Policy and the Staff Code of Conduct. The school's approach reflects the clear position that mobile phones and similar devices should not be used during the school day in primary settings.

Roles and responsibilities

All staff employed at Ashwood Park Primary School and Resource Base for Deaf Children share responsibility for the consistent implementation of this policy. Staff must remain vigilant to any inappropriate use of mobile devices and respond promptly where concerns arise.

Volunteers, visitors, contractors and other adults working in school are also expected to comply fully with this policy and must report any breach to a senior member of staff.

The Headteacher is responsible for ensuring that this policy is applied fairly and consistently, for monitoring its effectiveness, and for reviewing practice in light of safeguarding or behavioural concerns.

Use of mobile phones and smart watches by staff

Ashwood Park Primary School recognises that staff may need access to personal mobile phones for legitimate reasons; however, in line with DfE expectations, staff must not use personal devices in the presence of pupils during the school day. Personal mobile phone use should be restricted to break times and to areas where pupils are not present, such as staffrooms or offices.

Staff who wear smartwatches must ensure that they are set to 'Do Not Disturb' or an equivalent mode during the school day, particularly when in the presence of pupils.

Notifications, calls, and messaging functions must not be accessed during teaching time or while supervising pupils, in line with the expectations for mobile phone use.

In exceptional circumstances, such as urgent family matters, the Headteacher may agree alternative arrangements on a case-by-case basis. Staff should ensure that emergency contact can be made through the school office wherever possible.

Staff must not use personal devices to take photographs, videos or audio recordings of pupils or any activity that could identify a child. Any necessary recording for educational

or safeguarding purposes must be carried out using school-owned equipment in accordance with school procedures. Staff must also not share personal contact details with pupils or families, nor communicate with pupils via social media or messaging applications.

Staff are reminded that personal mobile phones must not be used to store, access or process confidential pupil or school information. This includes the use of generative AI tools where personal data may be shared inappropriately.

Educational Visits and Off-site Activities

When leading educational visits or off-site activities, the designated Visit Leader may carry and use a personal mobile phone for emergency communication purposes. This must be used solely for professional reasons, including maintaining contact with the school, emergency services, or other staff. The device must not be used for personal purposes during the visit, and all safeguarding expectations outlined in this policy continue to apply.

Use of mobile phones and smart watches by pupils

As a primary school, Ashwood Park Primary School maintains a highly restrictive approach to pupil mobile phone use. At Ashwood Park, pupils are not permitted to bring mobile phones in to school and should therefore not be able to use these at any point during the school day, including during lessons, breaktimes, lunchtimes, trips or enrichment activities.

Smart watches are included within this policy, as many models allow pupils to send messages, make calls, access online content or record audio. Pupils are therefore not permitted to wear smart watches with these capabilities in school. Any smart device capable of communication or recording will be treated in the same way as a mobile phone and must not be brought into school.

Where a pupil breaches this policy, the device will be confiscated and stored securely, and parents/carers will be contacted. Parents will be asked to collect the device at the end of the school day.

Use of mobile phones by parents, visitors and volunteers

Parents/carers, visitors and volunteers are expected to support the school's safeguarding approach by using mobile phones responsibly while on school premises. Mobile phones should be kept on silent, and adults must not take photographs or recordings of pupils unless this has been authorised at a public event. Mobile phones should not be used in areas where pupils are present. Visitors will be informed of these expectations on arrival.

Parents and carers who need to contact their child during the school day must do so via the school office.

Loss, theft or damage

Ashwood Park Primary School accepts no responsibility for mobile phones, smart watches or other personal devices that are lost, stolen or damaged while on school premises, during travel to and from school, or on educational visits.

Where devices are confiscated or stored by the school, they will be kept securely; however, families are strongly encouraged not to send valuable devices into school.