

Primary Learning Trust (PLT)

...where everyone flourishes!



Mobile Phone Policy

Primary Learning Trust
Gilpin Crescent
Pelsall
Walsall
WS3 4HX

Author: Mrs Jaz Paul, CEO

Last Review	Review Frequency	Next Review
June 2026	3 years	June 2029

Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

Vision

- A family of schools, proud to be working together as one entity, in the right conditions for deep and purposeful **collaboration**
- To **belong** to a great place to learn, work and grow.
- To improve and sustain high educational standards across the Trust, through **evidence-informed** practice.
- To continuously improve teaching and learning, ensuring that every pupil has the best possible education.
- To hold trust on behalf of our children, achieving the best for and from our people, so that everyone can **flourish**.
- To empower our children and our people to create a better future.
- To advance the education system, as part of our civic duty, for the wider public benefit

Values

- **Belonging:** where all our people feel connected, valued, trusted and fulfilled, with a shared purpose to achieve excellence, in a place of psychological safety.
- **Flourishing:** where all our people thrive and continue to grow through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.
- **Collaboration:** by design, to ensure that all our people are supported and openly share ideas and practice; that no school - no child - is left behind, building together the pipeline that develops the next generation of leaders, global citizens, influencers and innovators.
- **Evidence-informed:** conceptual models of quality and improvement that can be shared and embedded. Deliberate and intentional knowledge-building to create expertise through cultures and communities of improvement, using the active ingredients of professional development.

Contents

1. Introduction and aims	4
2. Relevant guidance	4
3. Roles and responsibilities	4
4. Use of mobile phones by staff	4
5. Use of mobile phones by pupils (alone walking to and from school only in year x)	6
6. If inappropriate content or behaviour is found on a mobile phone	7
7. Use of mobile phones by parents/carers, volunteers and visitors	8
8. Loss, theft or damage	9
9. Monitoring and review	9
Appendix 1: Permission form allowing a pupil to bring their phone to school	9
Appendix 2: Template mobile phone information slip for visitors	10

1. Introduction and aims

At Primary Learning Trust, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom for learning purposes

Note: Throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. 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.

3. Roles and responsibilities

3.1 Staff

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

The Head Teacher/ Head of School is responsible for monitoring the policy every 3 years 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.

3.2 Trustees

Trustees are responsible for reviewing and approving this policy every 3 years, and have delegated the responsibility of monitoring this policy to the Head Teacher/ Head of School.

4. 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. This is followed across all PLT schools.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phones while children are present / during contact time, for personal use. Use of personal mobile phones for personal use must be restricted to non-contact time and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child or their child's school
- In the case of acutely ill dependents or family members

The Head of School/ Head Teacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

4.2 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).

More detailed guidance on data protection can be found in the Acceptable Use Policy and the Trust GDPR policies.

4.3 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.

For more information, please refer to the Acceptable Use Policy.

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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil - see section 4.41 for school photography

- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

For more information, please refer to the Educational Trips and Visits Policy.

4.5 Work phones

Some members of staff are provided with a mobile phone by the 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 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

4.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action. See the Trust's staff disciplinary policy for more information.

5. Use of mobile phones by pupils (alone walking to and from school only in year 5 and Year 6)

Pupils who are in year 5 where mobile phones are allowed (only for children walking to and from home without an adult) must give their phone to a member of staff during registration. This will be securely stored until the end of the day in Main school office. Children will collect their phones at the end of the day and are not allowed to use their phones on the school premises.

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 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. Pupils will be encouraged to see a mobile-phone-free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

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 smart watches have wellness and health-related features.

Smartwatches are not allowed in school.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, parents/carers should contact the Head Teacher/ Head of School.

Any pupils who are granted permission must adhere to the Acceptable Use Policy.

5.3 Sanctions

- Mobile phones will be confiscated should this policy not be followed under sections 91 and 94 of the Education and Inspections Act 2006
- Parent/ Guardians are allowed to collect the mobile phone/ smartwatch from the main office at the end of the day.

- Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))
- The sanctions will be in line with the school's wider behaviour policy.
- Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows the school to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains indecent images, or if it is being/has been used to commit an offence or cause harm to another person).

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate that they may be suffering or at risk of harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. If inappropriate content or behaviour is found on a mobile phone

Inappropriate behaviour would include, but not be limited to:

- Unkind or upsetting messages
- Pictures or videos that make someone feel uncomfortable or scared
- Swearing or mean language
- Photos/videos taken of someone without permission
- Messages from people they do not know
- Anything that feels "not right" or worrying

Children are expected to follow three simple steps if they encounter anything inappropriate on a mobile phone: **stop, save and tell**. They should not open, reply to, share or show the content to others. They should not delete the content, as it may be needed to help adults understand what has happened. Most importantly, they must tell a trusted adult immediately, either in school or at home. Children will always be reassured that they will not be in trouble for reporting something that concerns them.

Staff must act immediately when a concern is raised. They should listen carefully, reassure the child and take all reports seriously. Staff must not investigate the phone in detail or view content unnecessarily, and they must not forward or share any content. Where appropriate, the device should be secured and passed to the Designated Safeguarding Lead. All concerns must be reported without delay and recorded factually.

Parents and carers are expected to support the school by encouraging their child to report concerns straight away. If inappropriate content is discovered at home, it should not be deleted, and parents and carers should not attempt to investigate or contact other children or families directly. Concerns should be reported to the

school as soon as possible. Additional support can be accessed through organisations such as the NSPCC and CEOP.

The school will respond to all concerns in line with safeguarding procedures. The Designated Safeguarding Lead will assess the situation and decide on appropriate next steps, including whether external agencies need to be involved. Parents and carers will be informed where appropriate, and all incidents will be recorded. The safety and well-being of children will always be the priority, and appropriate support will be provided.

Staff will not search mobile phones unless there is a clear safeguarding reason to do so, and they will not view or copy indecent images of children. Any serious incident will be treated as a safeguarding concern rather than solely a behaviour issue. The school's approach ensures that children feel safe, supported and confident to report concerns.

The school is committed to preventing issues through education. Children will receive regular, age-appropriate teaching about safe and respectful behaviour, including the importance of not sharing personal information and always telling an adult if something makes them feel uncomfortable. Clear messages such as stop, save and tell will be reinforced across the school community.

If something on a phone makes a child feel worried, upset or unsafe, it must be reported immediately. All concerns will be taken seriously, and children will always be supported.

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

Parents are encouraged to reinforce and discuss this policy 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 policy 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, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working 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

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

8. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are handed to a member of staff during registration, ready to be stored away.

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.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

9. Monitoring and review

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

Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring their mobile phone to school because they:

- Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____ Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 6 of this policy.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office, the staff room, or outdoors.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office, the staff room, or outdoors.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office, the staff room, or outdoors.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.