



Mobile Phone Policy

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1. Introduction and aims

At Supreme Start School, 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:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Work alongside the school's other policies, especially those related to child protection and behaviour, in particular:
 - Child Protection and Safeguarding Policy
 - Online Safety Policy
 - Behaviour Policy
 - Staff Code of Conduct Policy

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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices, such as smartphones, smartwatches, tablets with communication functions, wearable technology and any internet enabled device capable of recording, transmitting or receiving messages, images, audio or video.

2. Relevant guidance

This policy meets the requirements of the Department for Education's statutory guidance on the use of mobile phones in schools, in addition to:

- Keeping Children Safe in Education
- The Education and Inspections Act 2006
- Searching, Screening and Confiscation Guidance
- Working Together to Safeguard Children
- Education Act 2011
- UK GDPR
- Data Protection Act 2011
- Human Rights Act 1998
- Equality Act 2010
- DfE Mobile Phones in Schools Guidance
- The Education ISS Regulations

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 headteacher is responsible for monitoring the policy annually by reviewing it, and holding staff and parents 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.

4. Use of mobile phones by staff

The DfE's statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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 phone, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the office)

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 headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0161 974 4777 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).

Further detailed information about this can be located in the Data Protection Policy and in the Online Safety Policy.

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.

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; there are a

number of school iPads available for each member of staff to utilise.

Staff should not connect to the school's Wi-Fi network on their personal devices. All devices logged into the Wi-Fi are monitored for content and filtering and you may be requested to attend a meeting to discuss any alerts received that are linked to accessing website or Apps through the school's Wi-Fi network.

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

For further information related to the use of personal mobile phones on trips and visits, staff should refer to the Educational Trips and Visits Policy.

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

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 that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

It would be considered unusual for the pupils who attend Supreme Start School to have their own mobile phone and to bring it to school.

On attending Supreme Start School, parents will be notified that the use of mobile phones by pupils is banned and that we do not allow mobile phones on site at all.

Should a child bring a mobile phone to school, it will be kept in a locked box in the Headteacher's office for collection by a family member at the end of the school day.

Our children do not need to access mobile phones or devices during the day. Where a device needs to be used as part of our curriculum delivery, the school has iPads and tablets that are monitored through the web filtering and monitoring software in place. This is monitored daily and the Headteacher receives alerts immediately, as soon as anything is accessed or attempted to be accessed.

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.

Pupils must not bring smartwatches to school.

There may be an occasion where a pupil or staff member uses their smartwatch to monitor a medical condition, these will be discussed on a case by case basis.

Examples may include glucose monitoring systems, seizure monitoring devices or other health-related technologies prescribed or recommended by a medical professional.

If a pupil attends school with a smartwatch, this should be handed to the headteacher and will be locked in the office in a lock box until a parent or carer can collect.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Rachael Martin, Headteacher: 0161 974 4777.

Any pupils who are given permission must then adhere to the school's Code of Conduct and Home School Agreement, for mobile phone use (see appendix 1).

The school will make reasonable adjustments where required under the Equality Act 2010. This may include circumstances where a pupil requires access to a mobile phone, smartwatch or connected device because of a disability, medical condition, communication need or other protected characteristic.

5.3 Sanctions

Where a pupil brings a mobile phone to school and refuses to hand to an appropriate adult, staff will use the behaviour policy to enforce an appropriate sanction.

If a mobile phone is confiscated, a parent or family member must collect the mobile phone from the school. It will not be returned to the pupil to bring home.

Where a mobile phone is suspected of being used for bullying, abuse or any other types of behaviours or criminal activity, the school will use its power to search the phone, under the DfE's guidance on searching, screening and confiscation.

Where staff lawfully examine data or files on an electronic device, they will do so in accordance with the school's Searching, Screening and Confiscation Policy. Parents/carers will normally be informed as soon as reasonably practicable unless doing so would place a child at risk of harm or prejudice a safeguarding or police investigation. School staff will complete the steps set out in the schools Searching, Screening and Confiscation Policy and the information will be recorded on the school's Safeguarding recording software (CPOMS)

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 they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in the Child Protection and Safeguarding Policy, based on Keeping Children Safe in Education.

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

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:

- Visitors must not take photographs, videos or recordings of pupils unless expressly authorised by the Headteacher or the event arrangements permit this.
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

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.

7. Loss, theft or damage

If a pupil brings a mobile phone on to the school premises, without staff knowledge, the school accepts no responsibility for mobile phones or other devices that are lost, damaged or stolen on school premises or school transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in a lock box in the Headteacher's office.

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

8. 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

This policy will be reviewed on an annual basis by the Headteacher and Proprietor. The next scheduled review will take place in May 2027.

