

ULEY C OF E PRIMARY SCHOOL



MOBILE PHONE POLICY

SEPTEMBER 2026

Ethos Statement

We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.

Our School Vision

Live – Learn – Flourish

The School Vision is rooted in the Christian understanding of God: Creator - Redeemer - Sustainer

The image of the tree reflects our rural location and aligns with our vision for the school: with strong roots for stability, growth, fruitfulness and nurture.

The tree depends on the Creator to *live*; the roots go down into the soil where transformation and *learning* take place, and the roots continually draw up the water to sustain it for fruitfulness and *flourishing*. The tree is beautiful and nurtures life within and beyond itself.

They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up.

They succeed in all they do. Psalm 1:3



1. Introduction and aims

At Uley School our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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 pupil protection and behaviour

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

- Risks to pupil protection
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

2. Relevant guidance

This policy meets the requirements of section 36 of the [Pupils' 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 includes [Keeping Pupils Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

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 is responsible for monitoring the policy and reviewing it every two 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 Governors

All Governors, particularly Governors responsible for safeguarding pupils, will also play a part in the implementation and monitoring of this policy.

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.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are role models for our pupils and therefore we request that they should not use their personal mobile phone during the school day, while pupils are present and during contact time. We request that use of personal mobile phones

are 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 children, or their children's school
- In the case of acutely ill dependents or family members

The Head Teacher 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 01453 860350 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 information can be found in the Data Protection Policy, Online safety Policy and Acceptable Use Policy

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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.

Please also refer to Staff and Volunteers Acceptable Use Agreements and the Online Safety 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.

There may be times, such as residential or school trips, where some apps or platforms such as the school texting system may need to be logged in to via a member of staff's phone to communicate to parents, due the connectivity of school devices.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils 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
- Logging in to school platforms which require a two-step authentication which is an app used on a personal phone

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 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

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

There is no need for a primary aged pupil at Uley School to need a mobile phone during the school day. We have an emergency contact procedure within the school and during the school day. However, we do understand that some older pupils (Years 5 and 6) may have a mobile phone to ensure their safety walking to and from school. In this case, the parents will inform the school staff and the class teacher will keep the phone securely until the end of the day. Should this pose a problem where the pupil then removes the phone from the teacher's safe space, the phone will then be kept in the school office.

If a phone is required to support a pupil's specific medical needs, for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device, then we will work with the families to create a health care plan and consider the use of smart technology.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure 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

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

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, listen to music as well as the capacity to take pictures. Some smartwatches have wellness and health-related features.

Smartwatches are not required during the school day at Uley School, therefore pupils should not wear them to school. If a pupil is wearing a smartwatch, the parents will be contacted and asked to leave it at home.

5.3 Sanctions

There is plan to keep pupils's phones safely and securely should they bring them to school.

Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006

Should a pupil be found to be using a phone outside of this policy during the school day, the phone will be stored in the school office for the duration of the day. The parents will be contacted immediately and the phone can be collected by the family at the end of the day. [DfE's guidance on mobile phones in schools](#)) Any sanctions for mobile phone will be in line with the school's Behaviour Policy.

This policy must be read in conjunction with [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person).

Should inappropriate behaviour be suspected or content is found that raises safeguarding and pupil protection concerns, the procedures for reporting pupil protection issues will be initiated.

Each case is investigated to find as much information as possible. The sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Pupils Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to pupils' 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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 and carers 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 pupil
- 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 pupils 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, but must refer any proposed 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 pupil during the school day. They must not try to contact their pupil on their personal mobile during the school day.

7. Loss, theft or damage

Pupils who need to bring their phone to school, by agreement with the school, need to secure 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 or from school.

Pupils phones will be stored with the class teachers and any removed phones will be stored in the school office.

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

8. Monitoring and review

Uley School is committed to making sure 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 DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head Teacher in a timely manner.

9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil Code of Conduct

You must follow the rules if you bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, break time and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's Behaviour Policy. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's Behaviour Policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

We do not allow pupils to bring mobile phones into school. We will use this form in exceptional circumstances and will use this form when granting an exception.

It will be signed by parents/carers.

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
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers
- Add any further reasons

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

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

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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 staff room or school office
- Do not take photos or recordings of pupils (unless it is your own pupil), or staff
- Do not use your phone in lessons, when working with pupils or while pupils are present

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.