

Mobile Phone Policy

Northgate Primary School



Approved by: NGPS Governors

Last reviewed on: January 2026

Next review due by: January 2027

NGPS –Mobile Phone Policy

1. Introduction and aims

At Northgate Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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 every year, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, whilst they are in the presence of children (unless it is an emergency). 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 staff room).

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. The headteacher will decide on a case-by-basis whether to allow for special arrangements. For instance:

- For emergency contact by their child/family member
- In the case of acutely ill dependents or family members

NGPS –Mobile Phone Policy

If special arrangements are not deemed necessary, school staff can use the school office number 01293 526737 as a point of emergency contact (including from their own child's school) .

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Please refer to the acceptable use policy for further guidance.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Class Dojo is used as a means of communication with staff and parents. Please see the Dojo guidance on use of Class Dojo for additional guidance. During the school day, Dojo should be accessed via the school computers or iPads.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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.

3.4 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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- TEAMs support groups in an emergency situation

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Keep mobile phones in a safe place
- When using the TEAMs App to alert other adults about a situation regarding a safeguarding or behavioural concern, all staff should use their classroom computer or iPad, freezing the screen to ensure pupils do not read the comments.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- When meeting with parents/staff, mobile phones should be kept in a safe place or in a bag. If an urgent call or message needs to be responded to during a meeting then the staff member must excuse themselves from the meeting and take the call in a private space. They must inform someone in the meeting that they need to be excused to take a call and if they are waiting for a call then it is polite to inform the person leading the meeting that this may happen.

NGPS –Mobile Phone Policy

3.5 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.

3.6 Sanctions

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

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

4. Use of mobile phones by pupils

- Pupils are allowed to bring a mobile to school when they are:
 - Travelling to school by themselves
- These will be stored in the school safe located in Phase 5/6
- Phones must not be used on the school site

4.1 Sanctions

- At the end of the school day Phones be confiscated if a breach of this policy is made. A parent or guardian will need to collect the phone from the class teacher. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)
- Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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.

NGPS –Mobile Phone Policy

This means:

- Not taking pictures or recordings of pupils, unless it's 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, or when working with pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their 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, including setting up passwords for any apps which have information related to school. 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.

The policy will be on the school website and in the main entrance. The signing in system will include details of this policy for all visitors.

Confiscated phones will be stored in the school safe located in Phase 5/6.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents

NGPS –Mobile Phone Policy

- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix – template information slip for volunteers/visitors

Use of mobile phones 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 school office to ask for a private space to take a call.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils. Phones should be kept in a bag.

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.