

North Newton Community

Primary School



Mobile Phone Policy

Policy review cycle

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	July 26	D L Leach	July 27

Policy ratification

Role	Name	Signature	Date
Chair of Governors	Kate Bown	<i>Kathryn A Bown</i>	July 27
Head Teacher	Deborah Leach	<i>D Leach</i>	July 27

Policy review cycle

Date	Details
July 2027	

1. Rationale

North Newton Community Primary School recognises that mobile phones (including smart phones) and other electronic devices such as tablet computers and smart watches are an important part of everyday life in modern Britain.

However, such devices can disrupt learning and create other issues such as cyber bullying.

This policy aims to:

- Make clear the school's position on mobile phones and other electronic devices.
- Acknowledge the guidance 'Mobile Phones in Schools', Department for Education (Feb. 2026).
[Mobile phones in schools - GOV.UK](#)
- Provide guidance to staff to be positive role models for our children with regards to the use of mobile phones and other electronic devices.
- Support the school's Safeguarding and Child Protection policy.

2. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else engaged by North Newton Community Primary School, must alert a member of staff if they have a concern that this policy is not being enforced or complied with.

3. The use of Mobile phones by staff.

North Newton Community Primary School acknowledges that staff and other adults that come into contact with our pupils are role models for expected behaviour.

Therefore, it is important to outline the main conduct expectations of staff with regards to mobile phones:

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) may need to use their personal mobile phone for work activity, such as accessing emails or using authentication applications.

Staff are encouraged to act responsibly when using their personal mobile phones in our school by:

- Not making or receiving personal phone calls in areas where pupils are present.
- If calls are needed to be made use the school office or staff room.
- Not taking photographs of children on personal mobile phones
- Advising the Headteacher or an Office staff member if there are circumstances during the day where they may need to make or accept calls (e.g. their child or another dependent is unwell).

Staff who use their personal mobile phone, or other electronic device such as a tablet computer, for work emails must have adequate protection in place to protect the sensitive data that emails can contain, including a passcode to unlock the device.

Should the device be lost or stolen, they must inform the Headteacher at the earliest opportunity so that steps can be taken to ensure sensitive data from emails remain secure. Staff should ensure that their phone is kept in a secure place during the day e.g. in a secure cupboard.

Safeguarding

As described in the school's Safeguarding and Child Protection Policy, staff must not use their mobile phones to take photographs or recordings of pupils.

[Keeping children safe in education - GOV.UK](#)

[Keeping children safe in education 2026: draft for consultation](#) (draft document)

[Safeguarding and Child Protection](#) (North Newton Primary)

[North Newton Primary School - Policies](#)

If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using the school's equipment.

4. Use of Mobile phones by pupils

Our Primary School is 'Phone Free'. This means that pupils' phones must not be seen, heard or used during the school day. Pupils are not permitted to bring mobile phones or other electronic devices (such as tablets) with them to school. However, North Newton Primary School recognises that pupils and their families may rely on mobile phones as a safety measure where children travel to and from their school independently.

Where this is the case, pupils may bring a mobile phone with them providing the following conditions are met:

- It is a day where the child is travelling independently.
- The mobile phone is switched off and handed over to the 'School Office' on arrival to school.
- The mobile phone will be stored in a secure place within the office, such as a locked drawer or cupboard.
- The mobile phone is only returned to the child at the end of the school day.

4.1. Pupils in Breach of this Policy

Pupil mobile phones and other electronic devices (such as tablets) are prohibited items in our school.

Where pupils are in breach of the policy the following process should be followed:

- (If appropriate) a reminder of the conduct expectations and an opportunity to comply with the policy is given.
- The device is only returned to the parent or carer of the child.
- Sanctions, where necessary, may be issued in line with the school's Positive Relationships and Behaviour policy.

Staff could refer to the DFE guidance Searching, Screening and Confiscation (2022) for further advice if required.

4.2 Communicating with parents/carers

It is expected that the Headteacher writes to families at least once a year to advise them of the expectations and routines with regards to mobile phones. (Usually at the start of the academic year). Where a pupil joins mid-year, parents are advised of the school's approach to mobile phones as part of the induction process. Where there has been a breach of this policy by a pupil, the school must advise parents/carers at the earliest opportunity before the end of the school day.

5. Loss, theft or damage

North Newton Primary School accepts no responsibility for mobile phones or other electronic devices (such as tablets and smart watches) that are lost, damaged or stolen on the school premises or transport, during school visits or trips or while pupils are travelling to and from school.

6. Adjustments to this policy

North Newton Community Primary Headteacher and Governing Body may adjust this policy on a case by case basis where they deem this to be appropriate.

Circumstances could include, but are not limited to, where a mobile phone is used for medical purposes (e.g. the tracking of blood sugar levels for a diabetic child). The Safeguarding Leader for the School can provide additional guidance if required. The DSL must record on CPOMS/My Concern the adjustments being made. They should also record a reason why these adjustments are in place, as well as the steps being taken to prevent the device causing disruption to pupils' learning, or a safeguarding concern.