BROCKENHURST CE PRIMARY SCHOOL,
PRE-SCHOOL & NURSERY
www.brockenhurstceprimary.co.uk | adminoffice@brockenhurst-primary.hants.sch.uk
T: 01590 623163
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Inspire a love of learning, within a nurturing Christian environment

Mobile Phone Policy

Brockenhurst CE Primary School & Pre-School

Approved by:	Board of Governors	
Last reviewed on:	September 2026	
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Contents

1. Introduction and aims 3
2. Relevant guidance 3
3. Roles and responsibilities 3
3.1 Staff 3
3.2 Governing body / Trust 4
4. Use of mobile phones by staff 4
4.1 Personal mobile phones 4
4.2 Data protection and AI 4
4.3 Safeguarding 5
4.4 Using personal mobiles for work purposes 5
4.5 Work phones 5
4.6 Sanctions 6
5. Use of mobile phones by pupils 6
5.1 School approach 6
5.2 Smartwatches 6
5.3 Exceptions for special circumstances 6
5.4 Sanctions 7
6. Parents/carers, visitors and volunteers 8
7. Loss, theft or damage 9
8. Monitoring and review 9
9. Appendix 1: Template mobile phone information slip for visitors 10

1. Introduction and aims

At our school, we recognise that mobile phones and smart devices are part of everyday life for many pupils, parents/carers and staff. However, in line with Department for Education guidance, the school operates as a **mobile phone-free environment by default**.

The aims of this policy are to:

- Maintain a calm, focused and safe learning environment
- Protect pupils' safeguarding, privacy and wellbeing
- Reduce distraction, disruption and peer conflict
- Support consistent behaviour expectations
- Ensure the school meets its safeguarding duties under *Keeping Children Safe in Education*

Any use of mobile phones in school is **exceptional**, **risk-assessed**, and **reviewed regularly**.

2. Relevant guidance

This policy has regard to:

- DfE: *Mobile phones in schools* https://www.gov.uk/government/publications/mobile-phones-in-schools(updated January 2026)
- DfE: *Behaviour in schools* *https://www.gov.uk/government/publications/behaviour-in-schools--2*
- DfE: *Searching, screening and confiscation* *Searching, screening and confiscation in schools - GOV.UK*
- *Keeping Children Safe in Education* https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

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, reviewing it, 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 Governing body / Trust

- Governors will monitor implementation and reviews this policy regularly

4. Use of mobile phones by staff

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, while children are present. 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 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
- Please also refer to the "**Using personal mobiles for work purposes**" section of this policy for additional circumstances.

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 **01590 623163** as a point of emergency contact.

4.2 Data protection and AI

- Personal mobile phones must not be used to process personal or confidential data
- School information must not be entered into generative AI tools on personal devices
- Where AI tools are used, this must be via **school-approved systems (e.g. Copilot)** on **school devices**

4.3 Safeguarding

- 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.
- Personal contact details must not be shared with pupils or parents/carers

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:

- 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
- 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 may be 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 Trust staff disciplinary policy and procedure 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.

5.1 School approach

Pupils must hand phones in on arrival. Devices are stored securely and returned at the end of the day.

Phones are **never** permitted to be used during the school day.

5.2 Smartwatches

The DfE's mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their 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 and listen to music. Some smart watches have wellness and health-related features.

Smartwatches and similar devices with communication or recording capability are included within this policy and are subject to the same rules as mobile phones.

Smartwatches without communication or recording capability, such as a smartwatch without a sim card and that are not connected to a phone but track steps are not included in this policy.

5.3 Exceptions for special circumstances

Exceptions may be agreed **only where necessary**, for example:

- Medical needs
- Travel or safeguarding needs

All exceptions:

- Must be approved by the Headteacher
- Must be supported by a **risk assessment**
- Must follow an agreed **storage arrangement**
- Are reviewed regularly

Pupils granted permission must follow the Code of Conduct (Appendix 1).

5.4 Sanctions

Mobile phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) should a pupil not adhere to the conditions laid out in this policy.

Should a phone be confiscated, it should be collected by a parent or guardian at the end of the school day or earliest possible convenience following that and the child will no longer be allowed to bring their phone in to school and hand it in. They will be allowed to bring their phones to school again the following term following a discussion between the parents and headteacher.

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 staff 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).

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 Part 1 of 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

Example

- Staff are authorised to confiscate mobile phones under the Education and Inspections Act 2006 under sections 91 and 94
- Confiscated devices are stored securely
- Repeated breaches may require parental collection
- Sanctions link to the school behaviour policy

Where harmful or illegal content is suspected, safeguarding procedures will be followed in line with *Keeping Children Safe in Education*.

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6. Parents/carers, visitors and volunteers

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, 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

- 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 items are stored securely in a locked cupboard in the headteacher's office.

Lost phones should be returned to a member of the office team. 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

9. Appendix 1: Template mobile phone information slip for visitors

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 Staff Room
- 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.

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