

LONDON MEED PRIMARY SCHOOL MOBILE PHONE POLICY

Date approved: February 2026

Date to be reviewed: February 2028

At London Meed 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

Support the school's other policies, especially those related to child protection and behaviour:

-Use of photographs and images policy

-Staff handbook

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.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy

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is [Keeping Children Safe in Education](#).

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 every 2 years, 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 Governors

The governing body will review and approve this policy every 2 years.

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, or an empty classroom).

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

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A member of SLT 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 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 Bard).

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.

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

A school mobile phone is available for use on trips, but if it is an emergency and the phone is not readily available, staff are permitted to use their own mobile phone.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code

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of conduct

Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil

If necessary to call a parent or carer in an emergency, the member of staff should block their own number when making a call, so that parents and carers do not see the staff member's personal number.

4.5 Work phones

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

At London Meed, we recognise that some pupils in Years 5 and 6 may need their mobile phone if they are travelling to or from school without a parent or carer. Pupils should switch off their phone before coming through the school gate, and should not switch it on again until they have left the school premises. All phones must be handed in to the class teacher at the beginning of the day. They will then be stored securely, before being handed back at the end of the day. Children from other year groups should not bring a mobile phone into school under any circumstances.

No pupils are permitted to take phones on any trips.

5.1 Use of smartwatches by pupils

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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 are allowed to wear smartwatches to school, but they can only be used to tell the time. If a child uses their smartwatch to communicate with others via text, calls or voice messages, it will be confiscated from them, stored with any mobile phones in the class, or in the school office, and returned at the end of the school day. The parents or carers of the child will be contacted and the child will not be allowed to wear a smartphone in school again.

5.3 Sanctions

If a pupil outside of Years 5 and 6 brings a mobile phone into school, it will be confiscated from them and returned at the end of the school day. Their parents will also be contacted to reiterate that their child should not have a phone in school.

If a child in Year 5 and 6 does not hand their phone in, or uses it on school grounds, it will be confiscated, and again, parents will be contacted.

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:

Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), and 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 are permitted to use their phone for personal use in the front lobby of the school (eg when waiting to collect their child), but they should not use their phone anywhere else in the school.

Parents/carers or volunteers supervising school trips or residential visits must not:

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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 will be briefed regarding this before the trip takes place.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled, or easily identified, and are stored securely when not in use.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, or while pupils are travelling to and from school.

Confiscated phones will be stored in the class secured box (this is then kept in a locked cupboard in the classroom).

Lost phones should be returned to the school office. 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

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