



Mobile Phone Policy

Nurtured, Cherished and Inspired for Fullness of Life



Written and Reviewed: September 2026

Next Review: September 2027 (or sooner if statutory guidance changes)

Introduction

Coberley C of E Primary School is committed to providing a safe, nurturing and focused learning environment in line with our Christian vision: “Nurtured, Cherished and Inspired for Fullness of Life”. This mobile phone policy sets out our approach to preventing the unnecessary use of mobile phones on site, reflecting current statutory guidance (DfE: Mobile phones in schools, June 2026; DfE: Communicating your policy for prohibiting the use of mobile phones in schools to parents, June 2026) and Keeping Children Safe in Education (2026). All schools should be mobile phone-free environments by default; anything other than this should be by exception only. This policy is consistent with our whole-school behaviour approach and safeguarding responsibilities under the OFSTED 2025 inspection framework.

Purpose of the Policy

- Protect pupil well-being, learning and concentration by reducing distraction and risks associated with unsupervised mobile phone use.
- Reduce opportunities for bullying, image-based abuse and unintended sharing of personal data/images during the school day.
- Provide a clear, consistent approach for pupils, parents, staff and visitors and ensure reasonable adjustments are made for pupils with additional needs or medical requirements.
- Support parents’ peace of mind about pupil safety on the journey to/from school while ensuring phones do not interfere with learning.

Scope

This policy applies to:

- All pupils (Reception to Year 6) on the school site during the school day and during off-site activities where the school is in loco parentis (e.g., educational visits).
- All staff (teaching and non-teaching), governors and volunteers when on school premises or supervising pupils off-site.
- All parents and visitors on the school site.

Core Principle

Coberley C of E Primary School is a mobile phone-free environment by default. Pupils must not have access to mobile phones during the school day unless an exception is agreed in advance by the headteacher or governing body (see “Exceptions” below).

Roles and Responsibilities

Headteacher (Mrs Elizabeth Black)

- Lead the implementation, communication and regular review of this policy.
- Decide on and approve any individual reasonable adjustments or exceptions, in consultation with parents, the SENCo and governors where appropriate.
- Ensure staff receive training and guidance on policy enforcement, safeguarding and incident reporting.
- Oversee record-keeping related to confiscations, sanctions and exceptions.

Governing Body

- Approve the policy and ensure it aligns with statutory guidance and school vision.
- Monitor implementation and outcomes (including impact on behaviour, safeguarding incidents and pupil attainment).
- Ensure equality impact assessments for any policy adaptations.

Senior Leadership Team / DSL / SENCo

- Support the headteacher in operationalising the policy.
- Ensure safeguarding reporting routes remain clear and accessible.
- Work with parents and staff to co-produce reasonable adjustments for pupils with SEND or medical needs.

Staff

- Enforce the policy consistently and fairly.
- Keep records of incidents involving mobile phones (e.g., confiscation, misuse, cyberbullying evidence) and report relevant safeguarding concerns to the Designated Safeguarding Lead (DSL).
- Model appropriate professional behaviour in use of personal phones during school hours.

Parents / Carers

- Support the policy by ensuring children understand and comply with rules; communicate expectations at home.
- Provide contact details for the school office for urgent communication during the school day.
- Collect confiscated devices in line with the school's procedures (where applicable).
- Cannot have phones visible when on the school site they should be away inside a bag and not used.

Pupils

- Follow the school rules about mobile phones and inform staff if they need to use a phone for an agreed reason.
- Report concerns about misuse by others to a member of staff.

Visitors and contractors

- Must follow school expectations about mobile phones while on site; where required, phones will be kept out of sight and not used in areas where pupils are present.

Policy Detail - Pupils

Default rule for pupils

- Pupils are not permitted to have access to mobile phones during the school day, including lesson time, intervals between lessons, breaktime and lunchtime, unless an exception has been agreed.
- Pupils should not bring phones to school unless the headteacher has granted permission for a specific reason.

Storage and permitted possession

- Where permission is granted (e.g., for travel safety), the phone must be switched off and handed to the class teacher on arrival for secure storage (or stored in a school-provided lockable pouch) and is returned at the end of the day.
- Phones brought into school without permission may be confiscated and returned to parents/carers as per the enforcement section below.

Exceptions (by application to Headteacher)

Exceptions will be considered only in exceptional and justifiable circumstances, for example:

- Medical reasons (e.g., phone is a necessary part of a care plan or is required for health monitoring). The phone should be stored securely and used only as agreed in the medical plan.
- Long travel: where a pupil travels unaccompanied on a long journey and parents request a phone for safety. The device will be handed in at the start of the day and collected at the end.
- Pupils with an Education, Health and Care Plan (EHCP) or identified SEN where a reasonable adjustment is required to support inclusion.
Process for requesting an exception
- Parents must apply in writing to the headteacher setting out the reason and proposing a plan for secure storage and supervised use (if any). The headteacher will liaise with SENCo/DSL and may ask for supporting documentation (medical evidence, EHCP extract).
- Agreed exceptions will be documented, with a signed agreement between school and parent/carers listing conditions and review date.

Policy detail — Staff

Personal phones

- Staff should keep personal phones out of sight and on silent during teaching time and when supervising pupils.
- Phones may be used in non-contact time in staff areas (staffroom, offices) but not in front of pupils.
- Staff must not use personal phones to take photographs or record pupils unless authorised for school purposes and following the school's image and data protection procedures.
School devices
- Staff should use school-provided devices (e.g., iPad, cameras) for capturing images/recordings of pupils; images must be stored and transferred in line with data protection policies.
Safeguarding and reporting

- If staff witness serious misuse (e.g., sharing of indecent images, bullying or grooming via phones), they must follow safeguarding procedures and escalate to the DSL immediately.

Visitors, Volunteers and Contractors

- Visitors working with pupils must follow the same rules as staff: no personal phone use in the presence of pupils and no photography without permission.
- Signage at reception should make mobile phone expectations clear.
Key questions for leaders to personalise:
- What wording will we use on visitor signs and letters?
- Who will brief volunteers and contractors about these expectations?

Enforcement, Sanctions & Confiscation

- If a pupil is found with an unauthorised phone, staff will politely ask for it to be handed in. If pupil refuses, the incident will be escalated to a senior leader.
- Confiscated phones will be logged, stored securely and returned to parents/carers at the end of the school day on first occasion.
- Repeat offences may require parents to collect devices and further sanctions per the school behaviour policy.
- In cases of suspected criminal activity or safeguarding concern (e.g., indecent images), the school will involve the DSL and follow safeguarding and police reporting procedures; devices may be retained as evidence.
Record keeping
- All confiscations, sanctions and serious incidents must be recorded centrally with date, pupil name, reason and action taken.
Communication with parents
- Parents will be informed if a phone is confiscated or if there is serious misuse and invited to collect the device if appropriate.
- The school will provide guidance to parents on supporting responsible phone use at home and on journeys.

Online safety and education

- Mobile phone policy is part of broader online safety education. The school will teach pupils about:
 - Risks of sharing personal information and images
 - Cyberbullying and reporting mechanisms
 - Healthy screen-time habits and respectful online behaviour
- The school will run regular parent workshops and share resources to support families (aligned with DfE guidance).
Key questions for leaders to personalise:
- How often will online-safety lessons and parent workshops run?
- Which resources will we signpost or provide to parents?

Safeguarding implications

- The DSL is responsible for ensuring incidents involving mobile phones that may impact safeguarding (e.g., sexting, bullying, grooming) are investigated and recorded in line with the safeguarding policy and KCSIE 2026.

- Any suspected illegal content will be referred to the police and the school will preserve evidence (device retained, safeguarding logs).
Key questions for leaders to personalise:
- How will we ensure staff know when and how to escalate concerns?
- Where are forensic/retention procedures documented locally?

Data protection and photography

- The school will ensure compliance with the Data Protection Act/GDPR: consent to use images is recorded on admission and images used in school publications follow parental consent agreements.
- Staff and parents must not publish images of other pupils on social media without permission.
Key questions for leaders to personalise:
- Where is parental consent recorded and how often is it renewed?
- Who approves school images for social media or newsletters?

Educational visits and off-site activities

- Unless an exception is agreed, pupils should not take mobile phones on school trips. Where phones are permitted (e.g., for emergency contact), they must be handed to the trip lead for secure storage and used only as agreed.
Key questions for leaders to personalise:
- What is the standard protocol for phones on trips and who enforces it?
- How are parents informed about the policy for residential visits?

Communication and implementation

Communicating the policy

- The policy will be published on the school website and included in the prospectus and induction materials.
- In the run-up to implementation and on review, the school will consult parents and pupils, use trial days if needed, and remind the community via:
 - Email newsletters
 - Parent meetings and newsletters
 - Staff briefings
 - Pupil assemblies
- The school will use clear, accessible language and multiple channels to ensure all families (including those with limited digital access) are informed.
Key questions for leaders to personalise:
- What is the communications timetable for policy launch and reminders?
- How will we involve pupils in communications (pupil voice, school council)?

Training and staff development

- Staff training on policy enforcement, online safety and safeguarding related to mobile phone misuse will be provided annually and at induction for new staff.
Key questions for leaders to personalise:
- Who will deliver staff training and how frequently?
- How will new staff be briefed in their first week?

Monitoring, evaluation and review

- The headteacher and governors will monitor the policy's impact through:
 - Incident logs (confiscations, misuse, safeguarding referrals)
 - Pupil and parent surveys
 - Behaviour and attendance data
 - Feedback from staff
- The policy will be reviewed at least annually or earlier if statutory guidance changes.
Key questions for leaders to personalise:
- Which metrics will we use to judge effectiveness (e.g., reduction in incidents, improved concentration)?
- Who is responsible for producing the annual monitoring report for governors?

Equality, inclusion and reasonable adjustments

- The school will consider equality implications and make reasonable adjustments for pupils with SEN, EAL, or medical needs so they can access learning and feel included. Adjustments will be documented and regularly reviewed.
Key questions for leaders to personalise:
- How will requests for adjustments be evidenced and stored?
- Who will be responsible for reviewing adjustments?

Appendices

Appendix 1 — Sample parental exception agreement (to be adapted)

- Pupil name:
- Reason for exception (medical/travel/EHCP):
- Conditions of use (storage, who has access, permitted times):
- Review date:
- Signatures: Headteacher, Parent/Carer, Pupil (where appropriate)

Appendix 2 — Confiscation and incident log template (to be adapted)

- Date / Time
- Pupil name / Year group
- Device description
- Reason for confiscation
- Action taken (returned to pupil/parent; collected by parent; referred to DSL/police)
- Staff member logging incident
- Parent notified (Y/N) and date/time
- Follow-up actions

Appendix 3 — Frequently used statutory references (2026)

- DfE: Mobile phones in schools (June 2026)
- DfE: Communicating your policy for prohibiting the use of mobile phones in schools to parents (June 2026)
- Keeping Children Safe in Education (2026)
- Data Protection Act / UK GDPR

Final note

School Policy Tracker (<https://schoolpolicytracker.co.uk>) provides a cost-efficient, reliable way to manage your complete policy review schedule which means you'll never have an out-of-date policy again.