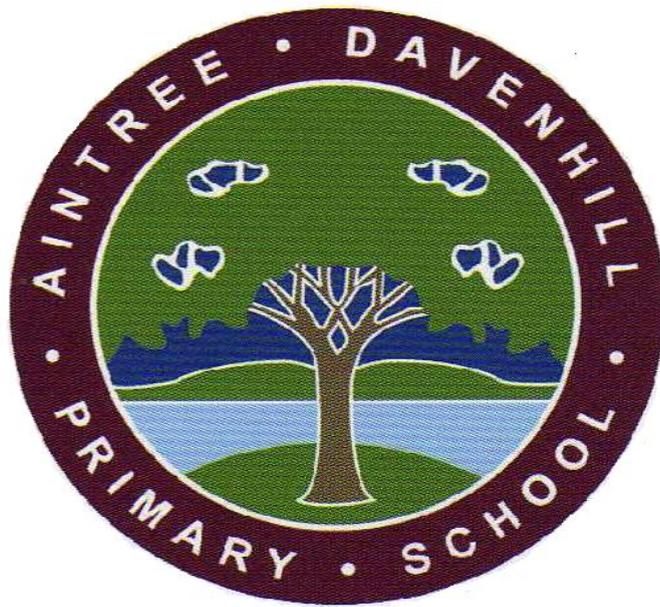


Aintree Davenhill Primary School



Mobile Phone Policy

Approved by the Headteacher
January 2026

Review date June 2026

Introduction and aims

At Aintree Davenhill Primary School 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

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.

Legislation, Guidance and Policies

This policy has due regard to all relevant legislation and the Department for Education's statutory and good practice guidance including, but not limited to, the following:

- [Mobile Phone Guidance](#)
- [Behaviour Guidance](#)
- [Communicating your Policy for Prohibiting the use of Mobiles Phones in Schools to Parents](#)
- [Cyberbullying: Advice for Headteachers and School Staff](#)
- [Keeping Children Safe in Education 2025](#)
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003

This policy operates in conjunction with the following school policies:

- Social Media Policy
- Social Media Conduct for Parents Policy
- Allegations of Abuse Against Staff Policy
- Acceptable Use Agreements (AUAs) for Staff, Children, Visitors and Contractors
- Computing Policy
- Cyber-Security Policy
- Cyber Response and Recovery Plan
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Child-on-child Abuse Policy
- Anti-Bullying Policy
- PSHE Policy
- RSE and Health Education Policy
- Staff Code of Conduct
- Online Safety Policy
- Parent Code of Conduct
- Relationship Policy
- Disciplinary Policy and Procedures
- Confidentiality Policy
- Photography and Images Policy
- Prevent Duty Policy
- Remote Learning Policy
- Safe Use of AI Policy

Roles and responsibilities

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.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Use of mobile phones

Personal mobile phones

- The school allows staff to bring in their own mobile phones for personal use during non-teaching periods such as before or after school and during break times.
- Personal mobile phones are only permitted for the work purposes outlined below.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Under no circumstances does the school allow a member of staff to contact a pupil or parent/carer using their personal device.
- Volunteers, contractors and any other outside agencies are not permitted to use their personal mobile phone, while children are present.
- Only in special circumstances are pupils allowed to bring personal mobile devices to school and they must be handed to the class teacher at the start of the school day and collected at the end of school.

Data protection

Staff should not use their personal mobile phones to process personal school data, or any other confidential school information without two-factor authentication enabled. Such data must not be entered into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT) unless anonymised.

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 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.

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:

- To use multi-factor authentication
- To request support with a child
- Emergency situations such as a lockdown

- 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 acceptable use agreement
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office, on a work phone or by withholding the number (enter 141 before the telephone number).

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.

Sanctions

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

Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in breakfast club, at break times and at lunchtimes.

Children must hand in their phone to the class teacher when they arrive at school to be stored securely.

Only children in Year 6, with permission to walk to and from school, may bring their mobile phones to school.

The children must turn off their mobile phone on entering the school site and may only turn it back on once they leave the school site.

Children are prohibited from bringing mobile phones on any residential visits or trips. Should a mobile phone be discovered in a child's possession, this may result in the child being sent home.

Use of smartwatches by pupils

Smartwatches are wristwatches with smart technology in them. They have apps built into them that can be used to tell the time, take photographs and send and receive text and voice messages, make calls and listen to music.

Pupils should not wear their smart watches to school.

Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances such as when a pupil with diabetes uses their phone to monitor their blood sugar.

This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the school office.

Sanctions

The Behaviour Policy will be followed if a mobile phone is not handed in by a pupil when they arrive at school.

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)
- Up skirting
- 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

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
- Using any photographs or recordings for personal use only, and not posting on social media
- 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 contact other parents/carers

- Take photos or recordings of pupils, their work, or anything else which 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.

Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are handed to the class teacher.

Pupils must secure their mobile 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, as well as any work phone provided to them. 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.

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