



St. John's Gosport C of E Primary School

Mobile Phone Policy and Procedure

Publication Date:	April 2026	Headteacher: Chair of Governors:	Mrs Carolyn Wilkinson Mrs Jean Watson
Reviewed:	April 2026	Headteacher: Chair of Governors:	Mrs Carolyn Wilkinson Mrs Jean Watson

School Vision:

St John's Gosport C of E Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

John 10:10 – I came so that they may have life – life in all its fullness

Mission Statement:

At St John's Gosport C of E Primary School we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their potential.

Safeguarding at St John's Gosport C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	3
4. Use of mobile phones by staff	4
5. Use of mobile phones by pupils	5
6. Use of mobile phones by parents/carers, volunteers and visitors	7
7. Loss, theft or damage	7
8. Monitoring and review	8
9. Appendix 1: Code of Conduct/Acceptable use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances	9
10. Appendix 2: Permission form allowing a pupil to bring their phone to school	10
11. Appendix 3: Template mobile phone information slip for visitors	11

1. Introduction and aims

At St John's Gosport C of E 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
- Support the school's other policies, especially those related to child protection and behaviour

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
- Risk of theft, loss, or damage

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 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 on the school site.

3.2 Governors

The headteacher should report to governors about the monitoring of this policy within the safeguarding report to governors.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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 during contact time with children, when children are present. Phones must be out of sight and put away. Mobile phones should be out of sight and children and put away (e.g. in bags or storage). 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
- If waiting for an urgent medical appointment call

The headteacher will decide on a case-by-basis whether to allow for special arrangements. Staff should request the use of their personal phone if there are circumstances requiring this.

If special arrangements are not deemed necessary, school staff can use the school office number 02392 582404 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 \ CoPilot and Google Bard). Please refer to the school's GDPR and Data Protection Policy.

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.

Similar details about connecting with parents/carers or pupils over messaging apps or social media are contained within the school's Acceptable use of ICT Policy, Safeguarding Policy. Staff Code of Conduct and Staff Handbook.

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 (i.e. class iPad)

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:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication (e.g. CPOMS)
- 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 (school ipads are available to all staff)
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or by use of the school phone

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. (Family Support Worker, Site Manager)

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 school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

At St John's Gosport C of E Primary School, only pupils in Year 5 and 6 may bring a mobile phone to school on the following conditions:

- Parents have signed a consent form
- Staff collecting mobile phones on arrival
- Any pupils who mis-use their phone or are found with it on them when it should have been handed in will have their phone taken away and the parent will be required to collect it

Year 5/6 children who attend after school extra-curricular clubs must hand their phone to the teacher/ LSA in charge on arrival at the club. This will be handed back to them at the end of the session.

5.1 Use of smartwatches by staff and pupils

The DfE's [non-statutory 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.

Staff should not receive messages/ texts on their smartwatches during their face to face time with pupils. Staff must ensure that notifications and alerts do not come up on their phones or smart watches.

Smart watches are not permitted generally for pupils at St John's Gosport C of E Primary School as they are not considered appropriate for the use of primary aged pupils and could potentially cause disruption in the classroom.

Smart watches may be needed for medical reasons such as the monitoring of diabetes. Further to parental consultation with the school, these children would be exempted and therefore able to wear their smartwatch.

5.2 Sanctions

If a pupil is in breach of this policy:

- The mobile phone/ watch will be confiscated (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- If confiscated the phone/ watch will be taken to the school office, the parent contacted and asked to collect it. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))
- This confiscation of mobile phones/smart watches is linked to the School Behaviour Management Policy

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 inappropriate images, or if it is being/has been used to commit an offence or cause harm to another person).

Should a member of staff consider that there is inappropriate content on a pupil's phone or if they suspect inappropriate behaviour, the following steps will be taken:

- Refer to DSL
- DSL will then make decision about contacting the parents of the pupil, a social service/ police referral/ a referral to the LADO

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 I 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

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 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 school, 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.

Should it be necessary to use a mobile phone during a visit due to a work-related purpose (for example a member of HIASS receiving an emergency call regarding OFSTED,) this **must** be communicated to the member of staff being visited.

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

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are handed to the class teacher when they arrive at school. Phones must be switched off or put on silent mode.

You should include details of how you would like pupils to label their phones and update the code of conduct in Appendix I to also include these details.

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.

Parents and pupils will be made aware of the disclaimer above by:

- Signs up in the school entrance or office
- Disclaimers in the permission forms for bringing a phone to school
- Providing a copy of our policy and disclaimer to new pupils and parents/carers

Confiscated phones will be stored in the School Business Manager's office in a secure locked drawer. The school remains responsible for the phone until it is collected by a parent.

Lost phones should be returned to the School Business Manager in 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

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.

You don't have to have your governors approve this policy. But if you want them to, explain their role in this section.

9. Linked documents

- Safeguarding Policy (KCSIE)
- Behaviour Management Policy
- Staff Code of Conduct/ Handbook

10. Appendix I: Code of Conduct/Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

St John's Gosport C of E Primary School



Code of conduct / acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You must hand your phone to your teacher on arrival at school.
2. You may not use your mobile phone in the playground, corridors or during lessons, unless the teacher specifically allows you to.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your phone to send or receive anything that may be criminal. For instance, by sending photos of yourself.
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Don't use your phone to view or share inappropriate pictures or harmful content.
13. You must comply with a request by a member of staff to switch off or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

11. Appendix 2: Permission form allowing a pupil to bring their phone to school

St John's Gosport C of E Primary School



Only pupils in Year 5 and Year 6 are permitted to bring phones to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ bring [their] mobile phone to school because they:
(please delete as required):

- Travel to and from school alone
- Attend an after-school activity where a mobile phone is required to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Code of Conduct / Acceptable Use Agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

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

Parent/Carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

12. Appendix 3: 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 staffroom. Please indicate to the member of staffing hosting you that you need to use your phone.
- 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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