

Mobile phone policy

Curdridge Primary School



Contents

1. Introduction and aims	2
2. Relevant guidance	2
3. Roles and responsibilities	2
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils.....	4
6. Use of mobile phones by parents/carers, volunteers and visitors	5
7. Loss, theft or damage	6
8. Monitoring and review.....	6

APPENDIX - joint cluster letter re: mobile phone use in Swanmore cluster

1. Introduction and aims

At Curdridge 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
- 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 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.

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

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 01489 782613 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.

Staff and visitors are able to access the school's wi-fi for work purposes only.

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
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing files through Microsoft Teams.

The school has a mobile phone to be used on school visits and residential trips although staff able to use their own mobile phone on these visits but for work purposes only when in the presence of children.

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 or on the school's mobile phone.

4.5 Work phones

The school has a mobile phone to be used by staff for work purposes only.

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.

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.

Curdrige Primary School operates a ban on mobile phones for children. In the event that a mobile phone is brought into school (to be used for home), the phone will be kept in the Headteacher's/school office and cannot be accessed by the child during the day. This will require parents to make contact with the school prior to the phone being brought in.

5.1 Use of smartwatches by 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.

Curdrige Primary School operates a ban on smartwatches for children.

5.2 Exceptions for special circumstances

The school may permit pupils to bring a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher via email admin@curdrige.hants.sch.uk

5.3 Sanctions

If a pupil is in breach of this policy, the mobile phone will be confiscated (section 91 and 94 of the Education and Inspections Act 2006). Parents will then be contacted and arrangements will be made to collect the phone.

Staff have the power to search pupils' phones if there is a good reason.

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

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), 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 without permission from the lead member of staff
- 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 phones will be stored in the Headteacher's/school office.

Any 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



A letter from the Swanmore cluster of schools

Dear Parents/Carers,

As educators we are increasingly concerned about the impact of smartphones on our children.

Smartphones are a big part of life today. However, there is now a highly significant amount of evidence and research of the negative effects of smartphones and social media on children and teenagers.

These include:

- Poor mental health, such as depression, anxiety and low self-esteem.
- Issues with cyberbullying, attention, focus and sleep.
- Exposure to dangerous and harmful content, and inappropriate material.
- Opportunity cost: Smartphones can be highly addictive, and hours spent on a device reduces time spent playing, interacting and developing vital social skills.

Children often get their first phone in primary school and over 90% of 12-year-olds now have a smartphone. This period is crucial for brain development and a [major study](#) has found that the younger a child gets a smartphone, the worse their mental health will be.

Schools are in a powerful position to change the norm and to support parents on this difficult issue.

This is why the Swanmore Cluster of schools, along with many other Hampshire primary schools, are now coming together to take action and commit to making Hampshire primary schools genuinely smartphone free. You may be aware that our cluster secondary school, Swanmore College, is implementing a ban on smartphones and watches for Year 7s from September and we are keen to bring our policies in line in order to prepare pupils for the changes ahead. These are the phones that are acceptable for pupils to bring into Swanmore College:

[Nokia 105](#)

[Ushining Flip Phone](#)

[Oakcastle SIM Free Mobile](#)

Collectively we are committed to ensuring our schools are smartphone free from September 2025.

We are encouraging all parents to delay giving a smartphone to their child until they are at least **14 years old** and to delay allowing their children access to social media **until age 16**.

We also strongly encourage any parents/family members to put their phones out of sight whilst on school premises. We want to encourage pupils to prioritise real social interaction above phone use and so as adults, we must model this behaviour whenever we can. Pupils being met at the end of the day with a smile and a question is a positive step towards this goal.

If you would like to find out more about support for parents who want their children to be smartphone free, do please visit [Smartphone Free Childhood](#). Here you can sign the [Parent pact](#). This allows parents to come together in delaying giving a smartphone to their children, until the end of Year 9.