



***"Together, with
Jesus, we can LOVE,
LEARN and
SUCCEED"***

Ribchester St. Wilfrid's Church of England Primary School
Mobile Phone Policy

Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

Written by: Katie Isherwood (Head Teacher)

Date: 01/04/2026

Date of review: 01/04/2028

Contents

1. Introduction and aims
2. Roles and responsibilities
3. Use of mobile phones by staff
4. Use of mobile phones by pupils
5. Use of mobile phones by parents, volunteers and visitors
6. Loss, theft or damage
7. Monitoring and review
8. Appendix 1: Code of conduct/acceptable use agreement for pupils
9. Appendix 2: Permission form for pupils to use mobile phones during lessons
10. Appendix 3: Permission form allowing a pupil to bring their phone to school
11. Appendix 4: Template mobile phone information slip for visitors

1. Introduction and aims

At Ribchester St Wilfrid's CE Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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.

2.2 Governors

Ratified at the Governing bodies relevant to each area.

3. Use of mobile phones by staff

3.1 Personal mobile phones and Smart Watches

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones and Smart Watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- 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-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01254 878300 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

See schools Data Protection and Safeguarding Policies

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their 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. If school equipment is unavailable, staff may use a personal mobile device to take a photograph for the purpose of immediate upload to Class Dojo.

Following upload, the image must be promptly deleted from the device. This deletion must be witnessed by another member of staff, and the image must also be removed from the device's deleted items folder.

3.4 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 aren't limited to:

- 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 which could identify a pupil, unless otherwise stated above
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.6 Sanctions

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

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils in Years 5 and 6 are permitted to bring mobiles into school to aid them (with the prior permission of the headteacher) when;

- Travelling to school by themselves
- Young carers who need to be contactable
- Can only be used outside school hours

Mobiles are collected and stored securely and returned to pupils at the end of the day.

4.1 Sanctions

Mobiles will be confiscated and stored appropriately for collecting at the end of the day.

Staff have the power to search pupils' phones, as set out in the The DfE guidance - allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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 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, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil
- Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Appendix 1: Code of conduct/acceptable use agreement for pupils

Code of conduct/acceptable use agreement

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

1. Your mobile phone must be handed into a member of staff on arrival at school.
2. You may not use your mobile phone during lessons.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. 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 passwords or access codes 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 'sexting'.
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 pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment.

If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room.

Bringing a phone into the test room can result in your exam being declared invalid.

Ribchester St Wilfrid's CE Primary School



*"Together, with
Jesus, we can LOVE,
LEARN and
SUCCEED"*

Children's Mobile Phone Policy and Permission Agreement

Children do not need a mobile phone in school.

Children should really only bring their mobile phones into school if they are walking to school alone or walking home alone and you wish them to have one in case of an emergency and this has been agreed by the Headteacher.

If your child fits the above criteria, could you please sign and return the form below to indicate that due to safety reasons you wish your child to bring a phone into school for the school year 2025-2026. Please note that your child will need to switch their phone off completely before entering the school grounds (i.e. at the gate) and will need to hand their phone into the basket in the school office at the beginning of the school day.

Pupils cannot be contacted during the school day on their mobile phone.

The phone will be kept locked away securely during the day and it is the child's responsibility to collect their phone from the basket after they have been dismissed from their class at 3.30pm.

If children bring a mobile phone to school without permission, we will confiscate the phone and ask a parent or carer to collect it at the end of the day. We will not return any confiscated items back to children directly. This is to discourage the use of phones on the school grounds.

Mobile Phone Permission Agreement

I wish my child _____ class _____ to bring their mobile phone in school. I have explained the school procedures to my child regarding mobile phones in school. I understand that it needs to be handed in at the beginning of the day and switched off whilst on the school premises. I understand that mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. I also understand that should my child misuse their phone or use it to behave inappropriately towards others, the school may withdraw permission for them to bring it into school.

Pupil Signature _____

Parent Signature _____

Print Name _____

Dated _____

Ribchester St Wilfrid's CE Primary School



*"Together, with
Jesus, we can LOVE,
LEARN and
SUCCEED"*

Children's Mobile Phone Policy and Permission Agreement

Children do not need a mobile phone in school.

Children should really only bring their mobile phones into school if they are walking to school alone or walking home alone and you wish them to have one in case of an emergency and this has been agreed by the Headteacher.

If your child fits the above criteria, could you please sign and return the form below to indicate that due to safety reasons you wish your child to bring a phone into school for the school year 2026-2027. Please note that your child will need to switch their phone off completely before entering the school grounds (i.e. at the gate) and will need to hand their phone into the basket in the school office at the beginning of the school day.

Pupils cannot be contacted during the school day on their mobile phone.

The phone will be kept locked away securely during the day and it is the child's responsibility to collect their phone from the basket after they have been dismissed from their class at 3.30pm.

If children bring a mobile phone to school without permission, we will confiscate the phone and ask a parent or carer to collect it at the end of the day. We will not return any confiscated items back to children directly. This is to discourage the use of phones on the school grounds.

Mobile Phone Permission Agreement

I wish my child _____ class _____ to bring their mobile phone in school. I have explained the school procedures to my child regarding mobile phones in school. I understand that it needs to be handed in at the beginning of the day and switched off whilst on the school premises. I understand that mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. I also understand that should my child misuse their phone or use it to behave inappropriately towards others, the school may withdraw permission for them to bring it into school.

Pupil Signature _____

Parent Signature _____

Print Name _____

Dated _____