



St Andrew's C of E Primary School (Yetminster)
(Part of the Sherborne Area Schools' Trust)

Mobile Phone Policy

Status:	DRAFT
Version No.:	1.1
Date last revised:	July 2026
Date for review:	July 2027

1. Introduction and aims

At St Andrew's we recognise that mobile phones, including smart phones, are an important part of everyday life for our children, parents/carers 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 children, 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 Head of School, supported by all staff, is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and children accountable for its implementation.

2.2 Local Governors

This policy will be reviewed by Local Governors every 2 years.

3. Use of Mobile Phones by Children

Children in Year 6 may bring their mobile phones into school providing they adhere to the following:

3.1 No Personal Device Use for Children During School Hours

Children are not permitted to use personal mobile phones or any other electronic devices during school hours. This rule is in place to minimise distractions, protect student privacy, and maintain an environment conducive to learning.

3.2 Device Collection and Secure Storage

All mobile phones brought to school by children must be handed in at the start of the school day. Phones will be collected by designated staff members and securely stored for the duration of the school day.

Devices will be returned to children at the end of the day.

3.3 Parental Permission and Annual Survey

To ensure parental awareness and consent, parents or guardians will be asked to complete an annual survey indicating permission for their child to bring a mobile phone to school. This survey/consent letter will help the school keep an updated record of student devices brought onto school premises (See appendix 1).

3.4 Emergency Contact

Should parents need to reach their child during school hours, they are expected to call the school office directly. Staff will relay any urgent messages.

3.5. Enforcement and Consequences

Any child found using a mobile phone during school hours will have the device confiscated. Confiscated phones can be collected by a parent or guardian from the school office at the end of the day.

3.6 Sanctions

Any proven allegation of cyber bullying, inappropriate content or inappropriate messaging by a child will result in the child not being allowed to bring their phone into school. The duration of this ban will be set by the class teacher. If the child brings in a mobile phone into school without agreement, school will confiscate the phone.

This is a right the school has under Government legislation (sections 91 and 94 of the Education and Inspections Act 2006). Parents/Carers will be asked to come into school to collect the phone.

An example of a letter sent to Parents/Carers in our survey can be seen in Appendix 1

Staff have the power to search children's phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a child'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,
- 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

4. Use of Mobile Phones by Staff

4.1 Staff Mobile Phone Usage

Staff members are not permitted to use personal mobile phones in classrooms or other areas where students are present, except in case of emergencies.

Phones should be set to silent mode and kept out of sight during teaching hours to set a positive example for students and to avoid classroom disruptions.

4.2 Photography and Media Restrictions

School-authorised devices such as iPads are available for any necessary documentation or media required for educational purposes and will be used in accordance with data protection policies.

4.3 Data protection

Many staff use their mobile phones to access information to support them with their main professional duties. This includes work emails. All staff must keep this information secure by, for example, password protection. All staff must follow General Data Protection Regulations. Further information on Data Protection can be found at the following website: <https://ico.org.uk/>

4.4 Safeguarding

Staff must refrain from giving their personal contact details to Parents/Carers or children, 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 children.

We recognise that some staff may be 'friends' with members of our school community before starting work at St Andrew's Primary School or have children that attend the school and have become 'friends' as they live in the same community. If this is the case, staff must ensure that they continue to support the aims and values of the school and that all school information is treated with the utmost confidentiality.

Staff must not use their mobile phones to take photographs or recordings of children, their work, or anything else which could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. However, the school recognises that very occasionally, in order to capture a learning point, it may become necessary to use personal equipment, e.g. mobile phone. This should only be done with senior leadership approval. The image or recording should then be transferred to the school's system at the earliest convenience and deleted from the staff's personal equipment. No image or recording should be kept on personal equipment indefinitely.

4.5 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:

- 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 children, their work, or anything else which could identify a child (as aforementioned in 4.4)
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or via a school mobile phone e.g. when there is a residential operating out of office hours.
- Staff should ensure that the school has their most up to date contact details.

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

Parents/Carers, visitors and volunteers (including Academy Committee 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 children, 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 children

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 must not:

- Use their phone to make contact with other Parents/Carers
- Take photos or recordings of children, their work, or anything else which could identify a child

Parents/Carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out in section 3 above.

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.

6. Loss, theft or damage

All children who bring their phones to school must ensure that phones are handed in to the class teacher or teaching assistant when entering the building.

Children must secure their 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 devices 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 children are travelling to and from school.

A copy of this policy will be made available on the school's website. Paper copies are available on request from the front office.

Confiscated phones will be stored securely in the school office or other appropriate location with the understanding that schools that confiscate phones from children become responsible for the phone, and can be held responsible for loss, theft, or damage.

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

7. Conclusion:

This policy aims to promote a secure and focused learning environment for all children and staff. We appreciate the cooperation of both parents and children in upholding these guidelines and ensuring our school remains a safe and respectful space for education.

8. Monitoring and review

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

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

Legislation, statutory guidance, linked SAST policies

Our School attendance policies complies with the legal frameworks, statutory requirements and relevant guidance laid out in the following:

[SAST Parent and Visitor Code of Conduct](#)

[SAST Staff Code of Conduct](#)

[SAST Data Protection Policy 100%](#)

[Staff and Volunteer ICT Acceptable Use Agreement v1.5](#)

[Child Protection Policy](#)

[Keeping Children Safe In Education](#)

[Strong Relationship Policy \(Behaviour Policy\)](#)

Appendix 1

[Date]

Dear Parents and Carers,

Over recent years, we have introduced a mobile phone agreement for Year 6 children, which has generally worked well. We recognise that some of you may choose to give your child a phone for emergencies or to ensure their safety, and we also understand concerns around cyberbullying and inappropriate phone use.

To support a safe and focused learning environment, we will continue to allow only Year 6 pupils to bring mobile phones to school, provided they follow a set of guidelines. These rules are designed to protect all children and ensure phones are used appropriately.

For your child to bring their phone to school, they must:

- **Switch off their phone as soon as they arrive on the school premises.**
- **Hand in their phone to Hannah Mapstone or Anna Hedges** upon entering the school. Phones will be stored in a designated, unlocked cupboard and returned at the end of the school day.
- **No other smart devices, such as Apple Watches or FitBits, to be worn** while on school grounds. Phones will be off, so they will not sync with watches during school hours.

Please note: Any confirmed incidents of cyberbullying, inappropriate content, or misuse of messaging on the school premises will result in a ban on your child bringing their phone to school. The length of the ban will be determined by the class teacher. I will also call you directly to discuss the matter further.

Important Reminder: The age restriction for many social media platforms, including Facebook, is 13 years. Please support us by discussing with your child the responsible and appropriate use of mobile phones and social media.

If your child brings a mobile phone to school without this agreement, we will confiscate the phone under Government legislation, and you will be asked to come in to collect it. Mobile phones are brought to school at the owner's own risk.

If you agree to these terms and would like your child to bring their phone to school, please complete the reply slip below and return it to your child's class teacher.

Thank you for your understanding and support in creating a safe and respectful school environment.

Best wishes,

A.Hedges

Mrs. Anna Hedges
Head

Reply Slip

Name of child: _____ Class: _____

I agree that my child may bring their mobile phone to school, and I understand that failure to follow the guidelines below may result in a ban on bringing their phone to school. I acknowledge that mobile phones are brought to school at the owner's own risk.

Guidelines:

- Phones must be switched off upon arrival and handed in to Mrs Hedges or Hannah Mapstone at the start of the school day; they will be returned at the end of the day.
- Any incidents of cyberbullying, inappropriate content, or messaging may lead to a ban on bringing a phone to school, with the duration set by the class teacher.

Parent/Guardian Signature: _____ Date: _____

Document Control Table			
Document Title	Mobile Phone Policy		
Author	Anna Hedges - Head of School		
Version Number	2		
Date Approved	July 2026		
Approved by			
Date of Next Review	Summer 2027		
Document History			
Version	Date	Author	Notes of Revision
2	14.07.26	Anna Hedges	Changed to Y6 only