



Responsible Use of Mobile Phones Policy

St Mary's CE Primary School

Respect - We should respect ourselves and others in school, at home and in our community.

1 Peter 5:5

It is our belief that there is something extraordinary and wondrous in everybody as unique creations of God. We value all our children as children of God and celebrate difference and diversity all within a safe, encouraging Christian school environment in which all flourish.

Therefore, all will aspire with God's strength to reach for the stars.

Responsible Use of Mobile Phones

Policy St Mary's CE Primary School

Approved by: Governing Board

Owner: Headteacher / DSL

Applies to: All pupils, parents/carers, staff, volunteers, visitors

Review cycle: Annually

1) Rationale and aims

Our school is committed to providing a **calm, safe and distraction-free environment** in which pupils can learn and thrive. Consistent with DfE guidance, we operate a **mobile-phone-free school day**. This limits disruption, supports positive social interactions, and helps safeguard pupils from online harms while on site.

This policy aims to:

- Set clear expectations for pupils and parents on mobile phones.
- Reduce distraction and low-level disruption to learning.
- Support consistent behaviour standards and fair, proportionate sanctions.
- Align with our safeguarding duties and the legal powers to search for and **confiscate** items when necessary.

2) Scope

This policy applies **on the school premises and during the school day** (including breakfast club, lessons, breaks, lunch and after-school clubs on site). It also applies to **school trips and events** unless specifically stated otherwise in trip communications.

3) Who may bring a phone to school?

- **Only Year 6 pupils** may bring a mobile phone to school **and only if they walk home independently** (written parental confirmation required—see Appendix A).
- No other pupils may bring phones to school.
- Smartwatches or other wearable devices with calling/messaging/camera capability are treated as **mobile phones** under this policy.

4) Procedures for Year 6 pupils with phones

1. **Before entering the building:** Phones must be **switched off** (not on silent/airplane—fully powered down).

2. **On arrival:** Pupils go straight to the **school office** to place their phone in the **secure safe box**, where it is stored for the day. Y6 children will enter the main building through the office entrance only.
3. **During the school day:** Phones are **not accessible** to pupils at any time.
4. **Collection:** Phones are collected by the pupil **at the end of the school day** from the office. Phones must **remain switched off** until the pupil has left the school building and grounds.

Important: The school is not responsible for loss/damage to devices brought to school contrary to this policy.

5) Prohibited use and sanctions

- **No pupil** may use or be seen with a mobile phone anywhere on the school site during the school day.
- Any pupil **found in possession** of a phone on site (including toilets, cloakrooms, corridors, playgrounds, trips where phones are not permitted) will have it **confiscated immediately**. Parents/carers will be **invited into school to collect** the phone. Repeated breaches may lead to loss of privilege to bring a phone (for Year 6 walkers), and further appropriate sanctions under the school's behaviour policy.

Searching and confiscation

Authorised staff may **search** for and **confiscate** prohibited items—including mobile phones—where there are reasonable grounds or where the school rules allow. Confiscation will be recorded, stored securely and returned in line with DfE guidance and our behaviour policy.

6) Reasonable adjustments and exceptional circumstances

We recognise some pupils may require reasonable adjustments (e.g., disability-related needs, health devices integrated with phones). Parents must contact the **Headteacher/DSL/SENDCo** in advance to discuss needs and agree adjustments. Adjustments will be **specific, time-bound**, and reviewed regularly, in line with equality and safeguarding duties.

Note: Where an adjustment is agreed, the default expectation remains **no pupil access** to phones during the school day unless the plan explicitly states otherwise.

7) Education and curriculum links

All pupils are taught how to be **responsible digital citizens** and safe, respectful mobile phone users through our **PSHE (Jigsaw)** curriculum, including online safety, cyber-bullying, digital wellbeing, privacy and consent. The content aligns with **UKCIS Education for a Connected World** and the statutory safeguarding framework.

8) Communication with parents/carers

- Y6 parents/carers are asked to sign the relevant letter to authorise their child bringing a phone to school.
- The school will communicate the rules clearly to pupils and families, and will apply them **consistently**, as expected by DfE guidance and Ofsted's inspection approach.

9) Safeguarding alignment and legal framework

This policy should be read alongside:

- **Keeping Children Safe in Education (KCSIE)** (statutory)
- **Behaviour in Schools: advice for headteachers and school staff**
- **Mobile phones in schools** (DfE, non-statutory—prohibit use throughout the day by default)
- **Searching, screening and confiscation in schools** (DfE)
- **UKCIS Education for a Connected World** (online safety curriculum framework)

Appendices

Appendix A: Parent/Carer Agreement (Yearly)

Pupil name: _____ Class: _____

I/we have read the school's **Responsible Use of Mobile Phones Policy** and agree to support its application.

☐ *Year 6 only:* My child **walks home independently** and may bring a phone solely for travel safety.

I understand the phone must be **switched off** before entering school, handed to the office for secure storage, is **not accessible during the day**, and will be collected at home time still switched off. Any breach will result in **immediate confiscation** and I/we will collect the device from school.

Parent/carers name: _____ Signature: _____ Date: _____

Appendix B: Pupil Pledge

- I will **not bring** a phone to school unless I am in **Year 6** and walk home on my own.
- If I bring a phone, I will **switch it off** before I enter school and hand it in at the **office safe box**.
- I know I cannot use or access my phone at any time in school.

- I will collect it at home time and **keep it switched off** until I have left the building and grounds.
- I will be a **kind, safe and respectful** digital citizen—online and in person.

Appendix C: Confiscation Procedure (staff quick guide)

1. **Confiscate** calmly; explain reason and link to policy.
2. Store in **office safe**; inform parent/carer to **collect in person**.
3. Apply **behaviour consequences** per policy if repeat breach; consider pastoral follow-up.
4. Where necessary, follow **searching/screening** guidance and involve DSL.

Appendix D: Mobile Phone Confiscation Log

- Pupil / Class
- Date/Time
- Location/Context
- Staff member
- Parent informed (time/method)
- Collected by (name/relationship) / Date/Time / ID check
- Notes / follow-up / sanction applied

Keep records for behaviour/safeguarding oversight and inspection readiness.

Appendix E: Frequently Asked Questions (for parents)

Why permit phones for Year 6 walkers only?

To support safe independent travel while keeping a **phone-free school day**. This aligns with DfE guidance that schools should prohibit phone use throughout the day by default.

Can my child check their phone at lunch?

No. Phones are not accessible during school hours and remain in the office safe.

What happens if a child uses a phone in school?

It will be **confiscated immediately** and parents will be invited to collect it. Repeated breaches may lead to further sanctions.

Is the school allowed to confiscate my child's property?

Yes. Schools have clear powers to search and confiscate items and must follow DfE guidance and our published procedures.

How does the curriculum teach responsible use?

Through **PSHE (Jigsaw)** and online-safety learning aligned to **UKCIS Education for a Connected World** (e.g., online relationships, reputation, privacy, wellbeing).

How does this relate to Ofsted inspections?

Inspectors discuss schools' mobile phone policies, how they're communicated and how consistently they're applied, considering impact on learning, behaviour and wellbeing.

Key references

- DfE, **Mobile phones in schools** (updated 19 Jan 2026) – non-statutory guidance: default phone-free school day; communicating and enforcing policy.
- DfE, **Behaviour in schools** (updated 19 Feb 2024) – sets expectations for behaviour policies and links to mobile phones guidance.
- DfE, **Searching, screening and confiscation in schools** (guidance and July 2022 advice).
- DfE, **Keeping Children Safe in Education (KCSIE)** (statutory safeguarding guidance).
- UKCIS, **Education for a Connected World** (framework for online safety curriculum).