



Mobile Phones in School Policy

Fenstanton and Hilton Primary School

Reviewed By : The Full Governing Body

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Version: 1.0

Policy Version Control

Date	Version	Amendments/Comments	Reviewer/s
08.07.26	1.0	Initial version	FGB

Introduction and Aims

At Fenstanton and Hilton Primary School, the welfare and wellbeing of our pupils is paramount. The aim of the Mobile Phones in School Policy is to establish clear and robust guidelines around the use of mobile phones, whilst promoting safe and appropriate practice. The school recognises that mobile phones and personal communication devices are commonplace in today's society. This common presence brings with it the potential for mobile phones to be used inappropriately.

This policy is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse, in accordance with [the DfE's statutory guidance on mobile phones in schools](#). The guidance states: *All schools should be mobile phone-free environments by default; anything other than this should be by exception only.*

Most mobile phones now offer internet and email access, alongside access to social media applications, messaging, camera, video and sound recording. Mobile phones, alongside other forms of technology, have changed the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Safeguarding our children from these risks is of paramount importance.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, children, volunteers, governors, parents, carers, visitors and contractors. This list is not exhaustive.

This guidance should be seen as a safeguard for our pupil body, members of staff, the school and the Local Authority. Staff should understand that failure to comply with this policy could result in the enforcement of the Whistleblowing Policy and associated procedures.

School staff:

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present. Mobile phones must not be used in spaces our children access, whilst children are on site, except in pre-agreed personal circumstances.

The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times.

Staff must not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents / carers. If a member of staff needs to make telephone contact with a parent or carer, a school telephone will be used. In emergency circumstances, such as when off-site or if school telephones are not available, staff must precede any phone call with a blocking system so their phone number is not shared with parents/carers.

Staff are not permitted to take photos or videos of pupils using personal devices. If photos or videos are being taken as part of the school curriculum or for a professional capacity, school equipment must be used for this.

In circumstances such as outings and off site visits, staff will agree with the Educational Visits Coordinator and the Headteacher, the appropriate use of personal mobile phones in the event of an emergency. These details will be recorded on Evolve as part of usual planning for a trip/visit.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

Pupils:

Pupils are not permitted to bring mobile phones to school or onto the school site in any circumstance. Mobile phones may not be used for any purpose on school premises or during off-site activities, such as swimming and residential trips. Under no circumstances should there be access to mobile phones during the school day.

If a pupil is found to have brought a mobile phone into school, the phone will be confiscated. If a pupil uses a phone on the school site, the phone will be confiscated. Confiscated phones must be collected by parents/carers at the end of the school day and will not be returned to children.

Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones on the school site or in any area where children are present. Should phone calls and/or messages need to be taken or made, use is restricted to those areas not accessed by children, to avoid any unnecessary disturbance or disruption to others. Visitors may be asked to leave the school premises in order to make or receive a telephone call. Visitors may be asked to stop using their mobile phone if it is deemed they are using it in an area that represents a safeguarding risk to our children.

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content. Recordings (image, video, sound) of children must not be made.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Related Policies and guidance:

Code of Conduct for all Adults (March 2026)

Data Protection Policy (May 2026)

Guidance for safer working practice for those working with children and young people in education settings (February 2022)

Keeping Children Safe in Education (September 2025)

Safeguarding and Child Protection Policy (September 2025)

Use of Images Policy (December 2025)

Whistleblowing Policy (July 2026)