



Mobile Phone Policy

Ludlow Junior School

Date of last review: July 2026

Date of next review: July 2027

Date approved: July 2026

Approved by: Policy Working Party

Aims

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils. For the purpose of this policy, mobile phone also refers to any similar device including but not limited to smart watches or tablets.

At Ludlow Junior School we recognise that mobile phones are a necessary part of everyday life for many of 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 mobile phone use;
- Set guidelines for the use of mobile phones for pupils, staff, parents, and volunteers; and
- Complement the school's other policies, especially those related to child protection and behaviour.

All staff including teachers, support staff, and supply staff are responsible for enforcing this policy. Volunteers or anyone else otherwise engaged by the school, should alert a member of staff if they witness or are aware of a breach of this policy.

Staff use of mobile phones

Staff, volunteers, or anyone else otherwise engaged by the school are not permitted to make or receive calls, or send or read messages, while pupils are present. The 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 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, emergency contact from:

- Their child or their child's school; or
- Acutely-ill dependents or family members.

The headteacher shall decide on a case-by-basis whether to allow special arrangements.

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

Safeguarding

Staff must not use mobile phones to take photographs or recordings of pupils, their work, or anything else which may result in the identification of a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must only be carried out using authorised school equipment.

Using personal mobile phones 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;
- Calling for emergency assistance;
- Supervising off-site trips;

- Supervising residential visits; or
- Authenticating CPOMs log-in.

In these circumstances, staff must:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct;
- Not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil; and
- Refrain from using their mobile phones to contact parents. Where necessary, contact must be made via the school office.

Work mobile phones

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 the device for work purposes, including making or receiving calls, sending or receiving emails or other communications, using messaging platforms or general internet access;
- Ensure that communication or conduct linked to the device is always appropriate and professional and in line with our staff code of conduct; and
- Abide with the school's Acceptable Use Policy and any other IT policies in force.

Staff sanctions

Staff that fail to adhere to this policy may face disciplinary action in line with the school's staff disciplinary policy.

Pupil use of mobile phones

We acknowledge parents recognise some benefits of pupils bringing a mobile phone with them, such as for safety purposes if they walk to and from school without supervision. We ask parents to carefully consider whether their child requires a mobile phone at school where this is not applicable.

Where a pupil requires a mobile phone at school, a permission slip (Appendix 1) must be completed by the parent/carer and pupil. All phones must be turned off by the time that children enter the school and as pupils go into their classroom, they must place their mobile phones in the provided storage location.

Mobile phones must be clearly identifiable so that each pupil can identify their own device.

From September 2026, the school will only collect in and look after smart phones for children in Year 6. For all other year groups, and moving forwards, the school will only collect in non-smart phones (phones that are not able to access the internet). This means that from September 2027, the school will not collect in any smart phones and if children do have smart phones they will need to leave them at home.

Pupil sanctions

Should a pupil bring a mobile phone to school without a valid permission slip, it shall be considered an unauthorised mobile phone and it must be handed in to the school office for the duration of the school day.

Where a pupil is found to possess an unauthorised mobile phone which has not been handed into the school office, the mobile phone shall be confiscated from the pupil and handed to a member of the office team. The device shall be kept there until the end of the school day for the pupil to collect it.

If a pupil continues to fail to hand their mobile phone in to the school office, then the school will confiscate the device until the pupil's parent/carer collects it. This may also result in the withdrawal of privilege to bring their mobile phone to school for a fixed period of time.

For the avoidance of doubt, the right for schools to confiscate pupils' mobile phones is set out in sections 91 and 94 of the Education and Inspections Act 2006.

If a pupil is found to be using their mobile phone in school, this will be regarded as a serious behaviour concern and appropriate action will be taken in line with the school's Behaviour Policy. If a pupil is found taking photographs or video footage with a mobile phone, the device will not be returned to the pupil until these have been removed by the pupil in the presence of a senior teacher.

We recommend parents talk to their children about the appropriate use of their mobile phones and technology. Support can be found from a number of sources, including the NSPCC at [Children and technology: Age-appropriate usage advice | NSPCC](#)

Certain types of inappropriate conduct such as bullying or harassment may be classified as criminal activity, and the school will engage with the police or other agencies as appropriate. Such conduct includes but is not limited to:

- Threats of violence or assault
- Abusive voice calls, texts, messaging apps, and email
- Abusive social media posts, online chats and games
- Abusive, discriminatory or hate-related language or behaviour directed at an individual or group on the basis of their ethnicity, race, religion or belief, disability, sex, sexual orientation, gender reassignment or any other protected characteristic.
- Creating or sharing explicit media, including AI-generated media.

Parent, volunteer and visitor use of mobile phones

Parents must use the school office as the first point of contact if they need to contact their child during the school day. They must not attempt to contact their child on their personal mobile phone during the school day.

Parents, volunteers and visitors (including governors and contractors) must adhere to this policy as it relates to staff when on school grounds during the school day. This means:

- Not taking pictures or recordings of pupils except at public events such as school fairs or solely of their own child;
- Not using mobile phones in lessons or when working with pupils.

Parents, volunteers and visitors shall 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:

- Take photographs or video footage of pupils, their work, or anything else which could identify a pupil.

Parents or volunteers supervising these trips share responsibility for enforcing this policy as it relates to pupils.

Loss, theft or damage

Mobile phones must be clearly identifiable so that each pupil can identify their own device.

The school recommends pupils secure their mobile phones using appropriate device security to restrict access to the device's functions.

Work mobile phones must be secured using a password/PIN/biometric security as appropriate and device encryption enabled. Failure to do so could result in the loss of confidential school information and/or lead to a personal data breach.

The school recommends staff secure their personal mobile phones using appropriate device security to restrict access to the device's functions.

The school does not accept liability for mobile phones that are lost, damaged or stolen whilst on school grounds or transport, during school visits or trips, or while pupils are travelling to and from school. Parents/carers are encouraged to consider whether mobile phone insurance would be relevant and of benefit.

Unattended mobile phones found on school grounds should be returned to the school office and the school will attempt to contact the owner.

Appendix 1: Mobile phone summary



If your child is bringing a mobile phone to school on a regular basis, please ensure that you have discussed our mobile phone policy with them (this can be found on the school's website under 'policies'). Some of the key points from the policy are detailed below:

- Mobile phones must be turned off when pupils arrive on the school grounds (as soon as they enter the school gate) and can only be turned back on when they leave the school grounds
- Mobile phones must be brought into the classroom and placed in the storage location provided
- The school is not liable for loss of or damage to a mobile phone
- Mobile phones should be clearly identifiable so that each pupil can identify their own device
- Should a pupil be found using their mobile phone in school, this will be dealt with as a serious behaviour concern.
- The school reserves the right to withdraw this privilege for any pupil, which may result in them no longer being able to bring their phone into school
- **Only** Year 6 children are allowed to bring **Smart phones** to school
- **From September 2027**, only **non-smart phones** – will be allowed in the school those which cannot access the internet – will be collected in and looked after by the school for all year groups).