



Manby Lodge Infant School

Mobile phone policy

Last reviewed on: Autumn 2026

Next review due: Autumn 2027

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1. Introduction and aims

At Manby Lodge Infant School our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for children, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to safeguarding and child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to safeguarding
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology for learning purpose

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of children throughout the school day. (KCSIE September 2026)

All schools should be mobile phone-free environments by default.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, during teaching time. Use of personal mobile phones must be

restricted to non-contact time, and to areas of the school where children are not present (such as the staffroom) or in the classroom when children are not present.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons. For instance (this list is non-exhaustive):

- 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-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number (01932 851848) as a point of emergency contact. Sometimes staff also choose to leave their mobile phone with an Office Staff member, if, for example they are waiting for a call from a doctor.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

More information about data protection can be found in our Data Protection Policy.

4.3 Safeguarding

Staff should not give their personal contact details to parents/carers or children, including by 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.

Staff must not use their personal mobile phones to take photographs or recordings of children, their work, or anything else that 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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of children for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

When supervising off-site trips staff do sometimes share their mobile phone number with parents and carers. 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Sanctions

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

See the school's Staff Disciplinary Policy for more information.

5. Use of mobile phones by children

Children are not permitted to use their own personal mobile devices in school, this includes mobile phones, tablets and smart watches, and/or any device that can take photographs or connect to the internet.

Children will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Children will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches and other devices by children

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

Children are not permitted to use their own personal mobile devices in school, this includes mobile phones, tablets and smart watches, and/or any device that can take photographs or connect to the internet.

5.2 Sanctions

If children bring a device into school we will simply take it away from the child and return it to parents at the end of the day.

6. Use of mobile phones (and smartwatches and other devices) by parents/carers, volunteers and visitors

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, 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 children, unless it's at a public event (such as a concert or performance, school fair) or of their child on school grounds.
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with children or while children are present

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 or residential visits must not:

- Use their phone to make contact with other parents/carers – unless in the event of an emergency
- Take photos or recordings of children, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, but should refer any concerns they have to a member of staff.

8. Monitoring and review

The school is committed to making sure 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/carers and children
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, the local authority and any other relevant organisations