Brampton Village Primary School

and the

Brambles Pre-School

Mobile Phone Policy

Date Agreed	Proposed effective date: January 2027
Date of Review	End of summer term 2027
Revision record	Proposed revision – January 2027

1. Policy statement

The school is committed to providing a safe, supportive and mobile phone-free learning environment for all pupils.

In accordance with Department for Education statutory guidance and following consultation with parents and carers, the school operates a no mobile phones by default policy.

Pupils are not permitted to bring mobile phones or other personal communication devices onto school premises unless an individual exemption has been approved in advance by the Headteacher.

Exemptions will only be granted in exceptional circumstances where a clear, evidenced need has been established.

The school recognises that some parents may choose to provide their children with mobile phones for use outside school. However, ownership of a mobile phone does not establish a right or automatic entitlement to bring that device onto school premises.

For this policy, “mobile phone” or “personal communication device” includes smartphones, smart watches and other personal devices capable of communication, internet access, recording or messaging.

2. Eligibility for an exemption

An exemption may be considered only where one or more of the following criteria apply:

A. Medical needs or disability

Where a pupil has a medical condition or disability that requires access to a mobile phone, for example to monitor a medical condition, support treatment or meet an identified disability-related need.

Any necessary reasonable adjustments will be made in accordance with the school's legal obligations.

B. Exceptional safeguarding or welfare circumstances

Where there is a specific, evidenced safeguarding or welfare need that makes possession of a mobile phone necessary.

This may include exceptional family circumstances, such as a pupil with significant caring responsibilities, where alternative arrangements are not reasonably sufficient.

C. Other exceptional circumstances

Where the Headteacher determines that an exemption is necessary following consideration of an individual pupil's circumstances and the school's legal duties.

Such exemptions must be supported by a clear rationale and will not be granted solely on grounds of convenience or parental preference.

3. Circumstances that would not normally qualify

The following would not ordinarily constitute grounds for an exemption:

- A pupil travelling independently to or from school.
- A parent wishing to contact their child directly during the school day.

- Participation in after-school clubs or activities.
- Changes to routine pick-up or collection arrangements.
- General parental concerns about a child's journey to or from school, without a specific exceptional need.
- A pupil already owning or regularly using a mobile phone.

Parents are expected to make appropriate alternative arrangements where necessary. Where exceptional circumstances are identified, applications will be considered individually.

4. Application and approval process

Parents or carers seeking an exemption must complete a paper-based Mobile Phone Exemption Application Form, available for collection from the school office or downloadable from the school website.

Completed forms must be returned in person or emailed to the school office for consideration by the Headteacher. Alternative arrangements may be agreed where a parent or carer is unable to reasonably access the school office, including where adjustments are required due to a disability or other exceptional circumstances.

The application must clearly set out:

- The specific exceptional circumstances for which an exemption is requested.
- Why possession of a mobile phone is necessary and why alternative arrangements would not adequately meet the pupil's needs.
- The anticipated duration of the exemption.
- Any relevant supporting information, where appropriate.

All applications will be considered individually against the eligibility criteria set out in Section 2, taking account of the school's safeguarding responsibilities and applicable legal duties.

Submission of an application does not constitute permission for a pupil to bring a mobile phone into school. Permission will only be granted following written approval from the Headteacher.

The Headteacher may request further information or discuss alternative arrangements with parents before reaching a decision.

Approved exemptions will specify any conditions relating to the possession, storage and use of the device, together with the duration of the approval and any review arrangements.

Exemptions will be reviewed at least annually, or sooner where circumstances change. Time-limited exemptions may be granted where appropriate.

The school will maintain a confidential record of approved exemptions, in accordance with its data protection obligations.

5. Arrangements for approved devices

Unless an individual medical, disability-related or safeguarding need requires otherwise:

- Mobile phones must be switched off before entering school premises.
- Devices must be handed to a designated member of staff on arrival.
- Phones will be stored securely in a designated location.
- Devices will be returned at the end of the school day.
- Pupils must not access or use their phones during the school day.

Where access is necessary for an approved purpose, the school will agree appropriate arrangements specifying when, where and how the device may be used.

Permission to bring a phone onto school premises does not automatically confer permission to use it during the school day.

6. Communication with parents

Parents requiring urgent contact with their child during the school day must contact the school office.

Where the school needs to contact a parent or carer, established school communication procedures will apply.

7. Non-compliance

Where a pupil brings a mobile phone to school without prior approval:

- The device will be collected and stored securely.
- Parents or carers will be informed.
- The device will be returned in accordance with the school's behaviour policy and agreed collection arrangements.
- Repeated breaches will be addressed through the school's established behaviour procedures.

Responses will be proportionate and take account of individual pupil circumstances and relevant safeguarding needs.

8. Staff responsibilities

All staff, including teachers, support staff, supply staff and volunteers, are expected to lead by example. Personal mobile phone and smart-device use must be limited to designated areas and times when pupils are not present or likely to be present.

- Staff must not make or receive personal calls or messages while pupils are present or during contact time, except in an emergency or agreed exceptional circumstances.
- Personal devices must be switched off or on silent and kept securely during lesson and contact times; smart watches must be silenced.

- Staff must not contact pupils or parents using a personal number, share personal contact details through social media or messaging apps, or accept social-media contact from pupils.
- Any inappropriate or unexpected online contact involving a pupil must be reported to a line manager or senior leader.
- Staff must not use personal devices to photograph or record pupils or work that could identify a pupil. School equipment must be used for curriculum or promotional images in line with consent, safeguarding and data-protection requirements.

Use of a personal mobile for work purposes

Where there is no suitable alternative, staff may use a personal mobile phone for work purposes with prior agreement from a line manager or senior leader. This may include emergency evacuation or urgent parental contact. Number-withholding settings should be used for any exceptional call to a parent or carer.

Any breach of this policy by a member of staff may be addressed under the school's disciplinary procedures.

9. Governors, parents, visitors and contractors

Governors, parents, visitors and contractors are respectfully requested not to use mobile phones or personal smart devices on the school site in any area where pupils are present.

- Calls or messages should normally be made or taken away from the premises. In an emergency, use must be restricted to an area not accessed by pupils.
- Photographs or recordings of pupils must not be made without prior approval from a member of the Senior Leadership Team and must comply with the UK General Data Protection Regulation, the Data Protection Act 2018 and the school's consent and image-use procedures.
- Any personal device brought onto the school site must not contain inappropriate or illegal content.

10. School cameras and images

- Only designated school equipment may be used to take photographs or recordings for school purposes.
- Images must be taken only for an approved educational, recording or promotional purpose and in accordance with relevant consent.
- Images must be transferred promptly to an approved school system by an authorised member of staff and removed from the device when appropriate.
- Staff are responsible for the secure location and use of school cameras.
- Any photography in sensitive areas must be specifically authorised and appropriately supervised.
- Permission to take photographs at school performances must be granted by the Headteacher. Images must not be placed on social-networking sites without the school's authorisation.

11. Inappropriate or illegal content and liability

Where there is reason to believe that material on a device is unsuitable or may constitute evidence of a criminal offence, the school's safeguarding and allegations procedures will be followed, with reference to the Safeguarding and Child Protection Policy.

The school accepts no liability for any personal device brought onto the premises that is lost, stolen or damaged, or used without the owner's consent, except where liability cannot lawfully be excluded.

12. Monitoring and review

The Headteacher will oversee implementation of the policy and report to governors on its effectiveness.

The policy will be reviewed after its first term of operation and annually thereafter, or sooner following changes to statutory guidance.

Policy owner: Headteacher
Proposed effective date: January 2027
First review: End of summer term 2027

Related policies and guidance

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Keeping Children Safe in Education
- Guidance for schools and other establishments on the use of images
- Data Protection: A toolkit for schools, Department for Education