



Brook Primary School – Mobile Phone Policy (Updated in line with DfE Guidance 2026)

1. Introduction and Purpose

Brook Primary School is committed to ensuring a safe, respectful, and distraction-free learning environment, consistent with our values of Respect, Independence, Pride, Resilience, and Challenge. This policy sets out clear expectations for the use of mobile phones and similar devices across the school community.

Purpose:

- To maintain a mobile phone-free environment by default, consistent with DfE expectations. [[gov.uk](https://www.gov.uk)]
- To prevent disruption to teaching, learning, and pupil wellbeing.
- To safeguard the welfare and privacy of pupils, staff, and visitors.
- To promote responsible digital citizenship.
- To ensure compliance with data protection obligations (UK GDPR and Data Protection Act 2018).

2. Scope

This policy applies to:

- All pupils enrolled at Brook Primary School.
- All staff members, including permanent, temporary, and supply staff.
- Parents, carers, visitors, and contractors on school premises.
- School-related activities off-site (e.g., trips, residential).

3. Roles and Responsibilities

A clear understanding of roles and responsibilities among all stakeholders is vital to ensuring the policy is applied consistently and effectively.

3.1 School Leadership Team

- Implement, communicate, and review this policy annually.
- Provide staff training and ensure consistent application.
- Monitor the policy's impact on learning, behaviour, and safeguarding.
- Ensure alignment with statutory safeguarding guidance (KCSIE).

3.2 Staff

- Implement, communicate, and review this policy annually.
- Provide staff training and ensure consistent application.
- Monitor the policy's impact on learning, behaviour, and safeguarding.
- Ensure alignment with statutory safeguarding guidance (KCSIE).

3.3 Pupils

- Follow the mobile phone policy and use devices responsibly.
- Report any concerns related to mobile phone use to a trusted adult.
- Respect others' privacy and wellbeing when using mobile devices.

3.4 Parents and Carers

- Support the school's mobile phone policy and reinforce expectations at home.

- Ensure pupils understand when and how mobile phones may be used appropriately.
- Communicate with the school regarding any concerns about mobile phone use.

4. **Policy Details**

In line with DfE guidance that **all schools should be mobile phone-free environments by default**, Brook Primary implements the following: [\[schoolsweek.co.uk\]](https://schoolsweek.co.uk)

4.1 **Mobile Phone Use by Pupils**

- Only pupils in **Year 5 and Year 6** may bring mobile phones to school **with parental consent** and **for a clearly defined need** (e.g. travel safety, medical monitoring). (See Appendix 1- Letter to parents/permission link)
- Exceptions for medical needs (e.g. diabetes monitoring) will be made in line with DfE expectations. Please see the 'Use of Mobile Phones for Pupil Glucose Monitoring Policy.'
- Phones must be switched off before entering school grounds.
- Phones must be handed to the class teacher upon entering the classroom.
- Devices are stored in a locked cupboard during the school day.
- Phones are returned only at the end of the school day.
- Pupils must not use, see, or hear mobile phones at any point during the school day, including lessons, assemblies, breaktimes, and lunchtime.
- Phones must not be used as cameras on school premises.
- If a phone is seen or heard, it will be confiscated and returned only to a parent/carer.
- Repeated or serious misuse will result in removal of the privilege to bring a phone onto school premises.
- Misuse relating to bullying, inappropriate content, or safeguarding concerns will be dealt with through the Behaviour Policy and Child Protection procedures.

4.2 **Mobile Phone Use by Staff**

- Staff must use mobile phones discreetly and only, when necessary, never compromising supervision or professional duties.
- Staff must not use personal phones to take images or recordings of pupils unless authorised by school leadership.
- When contacting parents off-site using a personal phone, staff must withhold their number.
- Staff are expected to model the school's mobile-free expectations, in line with DfE guidance.

4.3 **Mobile Phone Use by Visitors and Contractors**

- Visitors must follow safeguarding expectations and refrain from using mobile phones in areas accessible to pupils.
- Use of mobile phones in classrooms or around pupils is prohibited unless authorised.

4.4 **Safeguarding and Privacy**

- The school complies with the Data Protection Act 2018 and UK GDPR regarding images and data captured on mobile devices.
- Pupils and staff must not share images or videos of others without explicit consent.
- Any concerns regarding mobile phone misuse linked to safeguarding will be addressed promptly following the school's safeguarding procedures.

5. **Implementation Strategies**

To promote consistent practice and uphold safeguarding and behaviour expectations, the school will implement the following measures:

- Communicate the policy annually to pupils, staff, and parents via meetings, newsletters, and the school website.
- Include mobile phone expectations in the pupil and staff handbooks.

- Provide training for staff on managing mobile phone use and related incidents.
- Use assemblies and PSHE lessons to educate pupils about responsible digital citizenship.
- Establish clear procedures for confiscation and return of phones if policy is breached.

6. Monitoring and Review

- The Leadership Team will review the policy annually or sooner if required by changes in legislation or school context.
- Feedback from pupils, staff, and parents will be sought to assess the policy's effectiveness.
- Incidents related to mobile phone use will be recorded on CPOMs and analysed to identify trends or areas for improvement.

7. Related Procedures and Documentation

- Behaviour Policy 2025
- Safeguarding and Child Protection Policy 2025
- Data Protection and Privacy Policy
- Online Policy 2025

8. Summary

This policy reflects recent national expectations that schools operate as mobile phone-free environments by default in order to support learning, promote good behaviour, and protect pupil wellbeing. It balances safeguarding, practicality, and respect for individual needs—including medical exceptions—while aligning with Ofsted's strengthened inspection focus on the clarity and consistency of mobile phone policies.

Appendix 1- Letter to parents/permission form

Dear Parents & Families,

As a school we recognise that mobile phones are now an important part of everyday life, and both children and adults use them regularly for a range of purposes. However, it is essential that when children bring phones to school, they adhere to the school guidance.

Only children in Year 5 and 6 who are walking to or from school on their own, may bring their mobile to school. However, they MUST adhere to the strict guidance OR they will lose this privilege either for a set period of time or permanently as decided by the Headteacher.

1. The phone must be handed in as soon as they enter the classroom, and they will collect it at the end of the day.
2. Phones must NOT BE USED AT ALL whilst on school premises.
3. The phone MUST be off at all times.
4. The school will take no responsibility whatsoever for lost, stolen, or damaged phones.

If a phone is seen or heard by a member of staff, they will confiscate it and will only return it to a parent/guardian.

If it becomes evident that a child is using or has used a mobile phone on school premises – either as a means of communication OR as a camera – they will no longer be allowed to bring their phone into school.

Any child, in any other year group, must not have a phone in school unless there is a specific need (medical). This must be agreed with the head teacher.

If you would like your child to bring their mobile phone into school, please complete the FORMS by following this link as soon as possible:

<https://forms.office.com/e/NefB6yh1zQ>

Only children with a completed FORMS providing permission will be allowed to bring their phone to school.

Yours Faithfully,

Mrs M Fellows
Headteacher