Mobile Phone Policy

Waddesdon Village Primary School – *a Pathway to Excellence*

Approved by:	Laura Forchione	**Date:**	September 2026
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1. Introduction and aims

At Waddesdon Village Primary 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 pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- This policy also aims to address some of the challenges posed by mobile phones in school, such as:
- Risks to child protection
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices such as smart watches and meta glasses.

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.

The Headteacher is responsible for monitoring the policy and reviewing it every 2 years, and holding staff and pupils accountable for its implementation.

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 pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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, while pupils are present. 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 staffroom).

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
- In order to complete a 2 factor authentication process to enable access to school platforms

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 as a point of emergency contact.

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 detailed guidance on data protection can be found in our school's data protection policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, 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 pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, 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 pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips following a discussion with the Headteacher
- Supervising residential visits following a discussion with the Headteacher

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 pupils, 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 pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Waddesdon Village Primary School operates as a mobile phone-free environment for children during the school day. The prohibition applies throughout the entire school day, including before registration, lessons, breaktimes, lunchtimes, transitions between lessons,

educational visits and extracurricular activities unless specifically authorised by the Head Teacher.

As a school, we intend to only grant permission for mobiles to be present at school in *exceptional* circumstances. Walking home without an adult will not be considered as exceptional. If you have a particular circumstance that means your child must have a mobile phone with them afterschool, please put this in writing 'FAO Miss Forchione'.

Smart watches and other wearable technology, including meta glasses, capable of messaging, internet access, photography, audio recording, location sharing or receiving notifications are not permitted.

The school does have flexibility to support pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device).

Pupils 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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

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.

Smart watches and other wearable technology, including meta glasses, capable of messaging, internet access, photography, audio recording, location sharing or receiving notifications are not permitted.

5.2 Exceptions for special circumstances

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact The Headteacher.

5.3 Sanctions

Sanctions will be in line with our Behaviour and Relationships Policy. Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation.

The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

The school takes conduct such as bullying or harassment extremely seriously.
Such conduct includes, but is not limited to:
• Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
• Upskirting
• Threats of violence or assault
• Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

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 pupils, unless it's at a public event (such as a school fair), or of their own child
- 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 pupils 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. See appendix 1.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, 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 pupils using their phones, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are labelled with their name, and are handed into the school office to be stored securely during the school day. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches. The school accepts no responsibility for mobile phones or smart devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to making sure that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, the local authority and any other relevant organisations

Appendix 1

Safeguarding Guide for Visitors

Welcome to Waddesdon Village Primary School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this commitment.

This sheet contains information about our expectations of you whilst visiting the school. It gives information about our safeguarding and emergency procedures.

We hope you enjoy your time at our school.

Waddesdon Village Primary School
School Lane
Baker Street
Waddesdon
HP18 0LQ

Contact us

Phone: 01296 651237

Email: office@waddesdonprimary.com

Staff Conduct
If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform the Headteacher. In their absence, immediately inform the Deputy Headteacher.

Fire Procedures
Any person discovering a fire must, operate the nearest fire alarm. (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate).

On hearing the fire signal:
When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
When not in class, follow the fire exit signage and move by the most direct route to the place of assembly (either the KS1 playground or the KS2 playground).
At all times act quietly and calmly.
Do not stop to collect your personal belongings.

Lockdown
Any person discovering a reason to instigate lockdown procedures must inform the Headteacher, Deputy Headteacher or a member of the School Office Team. '*Lockdown Lockdown*' will be heard over the school's tannoy system.
Get to a place of safety as directed by a staff member.
At all times act quietly and calmly.
Do not stop to collect your personal belongings.

First Aid
If a child requires first aid assistance when in school, please alert a staff member.

Allergy Safety
We are a 'no nuts' school.
Please be aware that we have children in school with severe allergies to dairy /milk, eggs and nuts. To help keep all pupils safe, visitors should avoid bringing these allergens onto the school site wherever possible.
If you suspect that a child is having an allergic reaction or may be experiencing anaphylactic shock, alert the nearest member of staff immediately so that swift and appropriate action can be taken.

Our Senior Leadership Team

Miss Amelia Allen
– EYFS Lead



Miss Pauline Cross
– KS1 Lead



Mrs Emily Smith
– KS2 Lead



Our Safeguarding Team

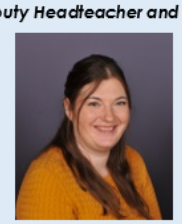
Miss Laura Forchione

Headteacher and DSL



Mrs Sarah Leslie

Deputy Headteacher and DDSL



A copy of the schools Safeguarding policy can be on our school website. A copy is also held in the School Office.

Keeping Ourselves Safe

- All visitors must sign in at the School Office on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival.
- Visitors should remain in the School Office until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- There is no smoking anywhere on the school site.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at the School Office.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

If a child discloses something to you:

- React Calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Clarify and check your concern if you feel that you are not sure, by using, for example, 'tell (T), explain (E), describe (D)' but as soon as you believe that there might be a genuine issue, ask no further questions.
- Reassure the child that they are doing the right thing.
- Report to the School Office to contact DSL/DDSL.