

Mobile Phone Policy

North Baddesley Junior School



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1. Introduction and aims

At North Baddesley Junior School we recognise that mobile phones and similar devices, including smartphones and watches, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone/electronic use
- Set clear guidelines for the use of mobile phones/smart watches 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 Head Teacher is responsible for monitoring the policy every three years, reviewing it, 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.

3.2 Governors

The Governing Body is responsible for ensuring that the school has an appropriate Mobile Phone Policy that supports safeguarding, promotes a positive learning environment, and protects the wellbeing of pupils, staff, and visitors.

Governors will:

- Review and approve the Mobile Phone Policy in accordance with the school's policy review cycle.
- Monitor the effectiveness of the policy through reports from the Headteacher, where appropriate.
- Ensure the policy remains compliant with current legislation, safeguarding requirements, and relevant Department for Education guidance.
- Support the school in promoting the safe, responsible, and appropriate use of mobile phones and other personal electronic devices.

The Headteacher is responsible for the day-to-day implementation of this policy, ensuring that staff, pupils, and visitors are aware of and comply with its requirements, and for taking appropriate action where the policy is not followed.

4. Use of mobile phones by staff

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, while [children are present / during contact time]. 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

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 02380 411100 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process, store, photograph, record, or transmit personal data or any confidential school information. This includes information relating to pupils, parents, carers, staff, governors, or the wider school community.

Personal devices must not be used to access, save, or share confidential school documents unless this has been expressly authorised by the Headteacher and appropriate security measures are in place.

Staff must not enter personal data, confidential information, or school-sensitive information into generative artificial intelligence (AI) tools or chatbots, including services such as ChatGPT, Google Gemini, Microsoft Copilot, or similar platforms, unless their use has been approved by the school and complies with the school's data protection requirements.

Any personal data processed on behalf of the school must be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the school's data protection procedures.

Further guidance can be found in the school's:

- Data Protection (GDPR) Policy
- ICT Acceptable Use Policy
- Social Media Policy
- Staff Code of Conduct

4.3 Safeguarding

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

Further guidance can be found in the school's:

- Data Protection (GDPR) Policy
- ICT Acceptable Use Policy
- Social Media Policy
- Staff Code of Conduct

The only authorised use of a personal mobile phone within the school environment is to

- access school systems where multi-factor authentication (MFA) or other security verification is required.
- connect to the school's approved music playback device or speaker for educational purposes, such as playing background music or music required for lessons, assemblies, or other school activities.

When using a personal mobile phone for these purposes:

- The device must only be used for the authorised activity.
- Staff should minimise the time their phone is in use and return it to a secure location once the task has been completed.
- Staff must not access personal social media, personal messages, emails, or other non-work-related applications while supervising pupils.
- The phone must not be used to photograph, film, or record pupils, staff, or visitors.
- Any music used should be appropriate for a Junior school environment and, where possible, accessed through school-approved accounts or services.

Any other use of a personal mobile phone during the school day must comply with this Mobile Phone Policy and the school's ICT Acceptable Use Policy.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

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

During a residential visit.

- Staff may use their personal mobile phones during educational visits to communicate with other members of staff and the school where this is necessary to support the safe organisation and supervision of pupils.
- Staff should not use their personal mobile phone numbers to communicate directly with pupils. Communication with parents and carers should normally take place through the school office or other agreed school communication systems.
- For residential visits, the school will provide a dedicated school mobile phone and number for use by the visit leader or nominated member of staff. This number will be shared with parents and carers as the primary contact for the duration of the visit. Wherever possible, staff should use the school mobile phone for communication relating to the residential visit.
- All use of mobile phones during educational visits and residentials must comply with the school's Safeguarding and Child Protection Policy, Data Protection Policy, ICT Acceptable Use Policy, and this Mobile Phone Policy. Staff must not use personal devices to photograph, film, or record pupils unless expressly authorised in accordance with school procedures.

4.5 Work phones.

Some members of staff are provided with a mobile phone by the school for work purposes.

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 phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 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

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Pupils Bringing Mobile Phones to School

North Baddesley Junior School recognises that some pupils in Years 5 and 6 may need a mobile phone to support their journey to and from school. Mobile phones are permitted only in exceptional circumstances and in accordance with the school's Mobile Phone Waiver Agreement.

The following arrangements apply:

- Only pupils in Years 5 and 6 who have permission to walk home independently and have a completed Mobile Phone Waiver Agreement signed by both the parent/carer and the pupil may bring a mobile phone to school.
- The school only permits the use of basic "brick-style" mobile phones. Smartphones, internet-enabled devices, smartwatches with communication functions, and other similar devices are not permitted.
- Before bringing a mobile phone to school, both the pupil and their parent/carer must read, understand, and sign the Mobile Phone Waiver Agreement, confirming that they will comply with the school's expectations.
- On arrival at school, pupils must switch their phone off and hand it directly to the school office for secure storage.
- Mobile phones remain securely stored throughout the school day and are returned to pupils by a member of staff at the end of the school day.
- Mobile phones must not be used anywhere on the school site before being handed in or after they have been collected at the end of the day.

Failure to comply with the Mobile Phone Waiver Agreement or this Mobile Phone Policy may result in the pupil no longer being permitted to bring a mobile phone to school. Any breaches will be dealt with in accordance with the school's Behaviour Policy and safeguarding procedures where appropriate.

The school accepts no responsibility for loss, theft, or damage to mobile phones, although every reasonable care will be taken while devices are in the school's possession.

5.1 Use of /devices by pupils

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

To support safeguarding, minimise distractions, and maintain a focused learning environment, pupils are **not permitted to bring or wear smartwatches** on the school site.

For the purposes of this policy, a smartwatch is any wearable device that can connect to the internet or another device and has features such as messaging, calling, camera functionality, audio recording, music playback, fitness tracking with communication features, or access to apps.

Pupils who require a device to tell the time should wear a standard analogue or digital watch that does not have communication or internet-enabled functions.

Medical Exceptions

The school recognises that some pupils may require the use of a smartwatch or similar device for medical purposes, for example to support the management of diabetes or another medical condition.

Where a smartwatch is required for medical reasons:

- This must be agreed in advance with the school and supported by appropriate medical information where required.
- The device must only be used for the purpose of managing the pupil's medical condition.
- All non-medical functions and applications must be disabled, including messaging, calling, internet access, games, social media, music, and any other unrelated features.
- The pupil must follow any additional arrangements agreed with the school regarding the use, storage, and monitoring of the device.
- Staff will work with parents/carers to ensure that the device is used safely and appropriately within the school environment.

If a pupil brings a smartwatch to school without an agreed medical exception:

- They will be asked to hand it to a member of staff or the school office for safekeeping until the end of the school day and an adult must collect the device from the school office.

- Repeated breaches of this policy may be dealt with in accordance with the school's Behaviour Policy.

The school accepts no responsibility for the loss, theft, or damage of smartwatches brought onto the school site contrary to this policy.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Head Teacher.

Any pupils who are given permission must then adhere to the school's [code of conduct / acceptable use agreement] for mobile phone use (see appendix I).

5.3 Sanctions

The school expects all pupils to follow the rules and expectations set out in this Mobile Phone Policy. Any breach of the policy will be dealt with in line with the school's Behaviour Policy and will take into account the circumstances, the pupil's age, and whether the incident is a first or repeated offence.

Where a pupil uses or brings a mobile phone or other prohibited device to school without permission, the following actions may be taken:

- The device will be confiscated by a member of staff and stored securely in the school office.
- The pupil will be reminded of the expectations outlined in the Mobile Phone Policy and, where appropriate, the incident will be recorded in line with the school's behaviour procedures.
- The device will only be returned to a parent/carer. Parents/carers will be required to collect the device from the school office at an agreed time.

- Repeated breaches may result in further sanctions in accordance with the school's Behaviour Policy and may lead to the pupil losing permission to bring a mobile phone to school.

The school reserves the right to confiscate mobile phones and other electronic devices for a reasonable period of time where this is considered necessary and proportionate to maintain safety, good behaviour, and an effective learning environment.

In accordance with safeguarding requirements and relevant guidance, the school may search a pupil's device where there is a reasonable suspicion that it contains inappropriate material, has been used to commit an offence, or has been used in a way that may cause harm to another person. Any searches will be carried out in line with the school's safeguarding procedures and relevant statutory guidance.

The school will work with pupils and families to ensure that mobile phones and other devices are used responsibly and safely.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

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.

The school expects all visitors, including parents, carers, volunteers, and contractors, to use mobile phones and other electronic devices responsibly while on the school site.

Visitors will be made aware of the school's expectations regarding mobile phone use when signing in and may be provided with a copy of the relevant policy information or a summary of the key expectations where appropriate.

Mobile phones must not be used to:

- Photograph, film, or record pupils, staff, or visitors without prior authorisation from the Head Teacher.
- Capture images or videos during school events, unless specific permission has been given by the school.
- Share or publish any information, images, or recordings, including online relating to pupils or school activities without appropriate consent.

If a parent, carer, or visitor breaches this policy, the school may require them to:

- Stop using their device immediately.
- Hand their device to the school office for the duration of their visit where continued access to the school site is required.
- Leave the school premises if they refuse to comply with the school's expectations.

In serious or repeated cases, the school reserves the right to restrict or prohibit an individual from accessing the school site in accordance with the school's safeguarding procedures and visitor management arrangements.

These measures are in place to protect the privacy, safety, and wellbeing of all members of the school community.

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, as set out in section 5 above, but must refer any 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

Labelling and Storage of Pupil Mobile Phones

Where pupils are permitted to bring a mobile phone to school, the device must be clearly labelled and stored in accordance with the school's procedures.

Pupils must:

- Ensure their mobile phone is clearly identifiable with their name.
- Place their phone in a named transparent bag provided by the parent/carer
- Hand the named bag containing their phone to the school office at the start of the school day.

- Staff will hand phones back to pupils at the end of the school day. Pupils must not remove their phones from storage until they have been given permission by a member of staff.

Mobile phones will be stored securely in the school office during the school day and must not be accessed by pupils while on the school premises.

The expectations for mobile phone storage and use will also be included in Appendix I: Pupil Mobile Phone Code of Conduct, which pupils and parents/carers must read and agree to before a pupil is permitted to bring a mobile phone to school.

Pupils must secure their mobile 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 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.

The school will ensure that pupils and parents/carers are aware of the mobile phone disclaimer and understand their responsibilities when bringing a mobile phone to school.

The school's expectations regarding mobile phones will be communicated through the following methods:

- The Mobile Phone Policy, including the disclaimer, will be made available to parents/carers through the school website and/or school communication systems.
- Parents/carers and pupils in Years 5 and 6 must read and sign the Mobile Phone Waiver Agreement before a pupil is permitted to bring a mobile phone to school.
- The mobile phone expectations will be explained to pupils and reinforced through the school's behaviour and safeguarding procedures.
- A summary of the mobile phone rules may be displayed in relevant areas of the school, including the school office and entrance areas.

- New pupils and their parents/carers will be provided with information about the school's mobile phone arrangements where applicable.

Any mobile phones brought to school in line with the school's procedures will be stored securely in the school office in a designated secure storage area. Where a phone has been confiscated due to a breach of this policy, it will be stored securely in the school office until it is collected by a parent/carer.

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 ensuring 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 Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head Teacher in a timely manner.

9. Appendix I: [Code of conduct/acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances

You must ensure you are following the rules if you bring your mobile phone to school:

1. Phones must be switched off (not just put on 'silent').
2. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Don't share your phone's password(s) or access code(s) with anyone else.
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
6. Don't use your phone to send or receive anything that may be criminal.
7. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
8. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
9. Don't use your phone to view or share harmful content.
10. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not permitted anywhere on school site. Mobile Phones need to be handed into the school office.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

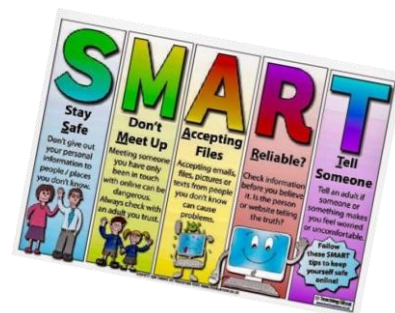
School Waiver



PAPAYA 
Parents Against Phone Addiction in Young Adolescents

North Baddesley Junior School Mobile

Phone Agreement



NBJS Pupil Mobile Phone Agreement

North Baddesley Junior School recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the school day can be disruptive and can pose a safeguarding risk and this agreement outlines how pupil phones will be managed within our school. Smartphones and smartwatches are not permitted in school. We are working closely with our feeder school, [Mountbatten](#), to ensure a consistent approach to the devices that are allowed within the school environment.

All pupils bringing a phone into school must have a good reason for doing so and must have returned this agreement to the school office.

- All phones must be handed into the office before registration each morning.
- All phones should be turned off before handing in.
- Phones will be handed to the children by the class teacher at the end of the day. Phones are not to be turned on until they are off the school site.
- The school will help children to learn about staying safe online but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe and appropriate use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children must not take photographs or videos of people on school grounds and are never to take them on the way to or from school. This is because some children are not allowed to have their picture taken.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavor to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Name of Child _____ Class. _____

Phone number of the phone being handed in _____

Reason for needing a mobile phone in school _____

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature _____ Date _____

Pupil: I will follow the school mobile phone rules.

Pupil signature _____ Date _____

Parents/carers may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe. Our school online safety coordinator is Miss Woollen. We have put together some helpful guides, which are on our school website. Please contact Miss Woollen or one of the DSL's (Designated Safeguarding Lead) if you have any concerns regarding online safety.

Amended July 2026.

II. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go outside reception.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils
- Do not post any images taken at school, even with the consent of the Head Teacher, or any videos on social media sites.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available on the school website.

MOBILE PHONE POLICY

Keeping our school safe, focused and respectful



OUR AIMS

- ✓ Promote safe and responsible phone/electronic use
- ✓ Set clear guidelines for use by pupils, staff, parents/carers, visitors and volunteers
- ✓ Support child protection and positive behaviour

KEY POINTS

1 STAFF USE

- Do not use personal mobile phones while children are present / during contact time.
- Use only in non-contact time and in areas where pupils are not present (e.g. staffroom).
- No use to process, store or share personal or confidential data.

2 PUPIL USE

- Not allowed to use phones or smartwatches during the school day.
- Phones must be switched off and handed in at the office each morning and collected at the end of the day.
- Only in exceptional circumstances with school permission.

3 PARENTS, VISITORS & VOLUNTEERS

- Do not use mobile phones on school site where children are present.
- Use phones only in designated areas.
- Follow the school's instructions at all times.

4 WHY WE HAVE THIS POLICY

- Protect child safety
- Protect personal data
- Prevent lesson disruption
- Reduce risk of theft, loss or damage
- Promote appropriate use of technology

5 LOSS, THEFT OR DAMAGE

The school is not liable for lost, stolen or damaged phones. Please keep devices safe and clearly labeled.

6 BREACHES

Breaches of this policy may result in sanctions in line with our behaviour policy. Repeated breaches may lead to further action.

Let's work together to keep our school safe, respectful and focused on learning.

Thank you!

School Office: 02380 411100 | www.northbaddesley-jun.hants.sch.uk | Be Kind • Be Respectful • Be Responsible