



Care, grow and flourish in
God's loving hands.

St. Mary's C of E Primary School
Headteacher: Mrs M. Constantinou BEd
Littlegrove, East Barnet, Herts EN4 8SR
t: 020 8449 5856
e: office@stmarysen4.barnetmail.net
www.stmarysen4-barnet.co.uk

Mobile Phone Policy 2025

VISION

Care, Grow and Flourish in God's Loving Hands

MISSION

- We will recognise every child as precious and unique
- We will 'live' Christian values in our daily lives within a caring Christian environment
- We will enable every child to make the very best progress through excellent teaching and we will deliver an inspirational curriculum
- We will work in partnership with children and families to promote growth, confidence and self esteem
- We will prepare children to confidently face the challenges of growing up in the 21st Century
- We will provide children with an understanding of local, national and global communities and faiths.
- With St Mary's Church, Brookside Methodist, and other local churches, we will further develop understanding of Christian values in action through worship.

Our [Safeguarding Statement of Intent](#) is available on our website.

Policy Context:

- St. Mary's Primary is a highly inclusive school, with a genuine commitment to valuing each child as a precious and unique child of God.
- As such, everybody deserves to be safe from harm in order that they will grow and flourish to reach their potential.
- This policy outlines the measures we will put in place that are rooted in our commitment to care and safeguarding.

Approved by:

Full Governing Body

Date: 26.3.25

Last reviewed in:

September 2022

Next review: March 2028

Contents

1. Introduction and aims.....	2
2. Roles and responsibilities.....	3
3. Use of mobile phones by staff	3
4. Use of mobile phones by pupils.....	4
5. Use of mobile phones by parents, volunteers and visitors	5
6. Loss, theft or damage	5
7. Monitoring and review	5
8. Appendix 1: Template mobile phone information slip for visitors.....	6

1. Introduction and aims

At St. Mary's Primary, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour:
 - Safeguarding Policy
 - Relationship, Communication and Behaviour Policy
 - Online Safety Policy
 - Anti-Bullying Policy
 - Data Protection Policy

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

- Risks to child protection
- Impact on child mental health and wellbeing
- Cyberbullying
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

In November 2024, St. Mary's Primary School became a Smartphone Free school. This led to a ban on all smartphones being brought to school by pupils. Parents and carers have been strongly encouraged to engage with the evidence and research in [the Smartphone Free Childhood Campaign](#).

As a school, we have signed up to the Smartphone Free School charter, along with a number of other Barnet schools.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, volunteers and supply staff) are responsible for 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 Headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Governing Body is responsible for reviewing and ratifying the policy every 3 years. They must hold the senior leadership team accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, trainees, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during lesson 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 staff room or one of the offices). Phones should be out of sight during the school day.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- 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 [020 8449 5856] as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process children's personal data, or any other confidential school information.

Please refer to our Data Protection Policy for more detailed guidance about data protection.

3.3 Safeguarding

Staff should refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their named work, or anything else which 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, such as a school tablet.

3.4 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 aren't limited to:

- Emergency evacuations or an emergency school building lockdown
- Supervising off-site trips
- Supervising residential visits

Please refer to our Educational Visits Policy.

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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, staff will withhold their caller ID or contact must be made via the school office

3.5 Sanctions

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

4. Use of mobile phones by pupils

Children are not permitted to bring smartphones into school.

In the interests of safety, a small number of children (in Upper KS2) who travel to school, without an adult, may have a mobile phone with them but this cannot be a smartphone that can access the internet. Parents have been advised of alternative devices and technology.

Children are not permitted to use mobile phones on site; they are instructed to hand phones in to their class teacher on arrival to class. The children must turn them off and the class teacher will store them in a locked location during the day. The children collect them at home time but are not allowed to turn them on until they have left the school premises.

4.1 Sanctions

Pupils found bringing a phone that can access the internet into school or using mobile phones of any type on site will be reprimanded. In this situation the following would happen:

- The child's phone will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- Once confiscated, the child's phone will be stored in a locked cabinet, until home time (and then collected by the child or child's parents depending on why it has been confiscated).
- The child's parents/carers will be called to meet with a senior member of staff.

- It will be considered with the parents whether the child can continue bringing a mobile phone to school if they are an independent traveller. If they are allowed, it will be closely monitored with all staff involved.

Staff (senior leaders/designated safeguarding leads) have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone contains pornographic or illegal images, or if it is being/has been used to commit an offence or cause personal injury. Parents/carers of any child involved would be informed if this was the case.

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

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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 a public event, 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, or when working with pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

6. Loss, theft or damage

Independent travelling pupils bringing phones to school must ensure that phones are appropriately labelled with their name, and are stored securely as mentioned in Section 4.

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. 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 while pupils are travelling to and from school.

If confiscation of a phone is necessary, it will be stored in a locked cabinet.

Lost phones should be returned to the School Office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations
- The Governing Body will review and ratify this Mobile Phone Policy every 3 years.

8. Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones 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 to the Staffroom or empty office as advised by our School Administrators on the School Office.
- 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.

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 from the school office.