Mobile Phone Policy
VERSION: September 2026
REVIEW: September 2027

Rationale
At Ashby Hill Top Primary School, the wellbeing, safety and learning of our children are our highest priorities. In line with government guidance and Ofsted expectations from April 2026, we operate a mobile phone-free school day for pupils.

Our approach is clear and simple:

Not seen. Not heard. Not used.

This policy supports:

- Positive behaviour and focused learning
- Safeguarding and pupil wellbeing
- Reduction of distraction, bullying and online harm

Scope
This policy applies to:

- Pupils
- Staff
- Volunteers
- Governors
- Parents and carers
- Visitors and contractors

The policy should be read alongside:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy

Pupils' Mobile Phones

Pupils are not permitted to use mobile phones in school or on school trips.

Mobile phones must be:

- **Not seen** during the school day
- **Not heard** (switched off, not on silent)
- **Not used** at any time on the school site

Exception Year 5/6 (Safe Travel to and from School)
We recognise that a small number of older pupils may require a mobile phone to support safe independent travel to and from school.

For Year 5/6 pupils only, the following arrangements apply:

- Phones must be switched off before entering the school site
- Phones must be handed directly to the office at the start of the day
- Phones will be securely stored during the school day
- Phones will be returned to pupils at the end of the school day

No other pupils are permitted to bring mobile phones to school. Phones are brought to school at the owner's own risk. The school accepts no responsibility for loss or damage.

Breaches of the Policy (Pupils)
- Any mobile phone seen, heard or used during the school day will be confiscated
- Confiscated phones will be returned to a parent or carer
- Repeated breaches will be managed in line with the Behaviour Policy

Where a mobile phone is used to bully, intimidate or cause harm, the Headteacher may take further action in line with safeguarding and behaviour procedures.

Staff Mobile Phones
Staff mobile phones must:
- Be switched off or on silent
- Be kept out of sight during contact time with pupils

Staff must not:
- Use mobile phones in classrooms, playgrounds or other areas where pupils are present
- Take photographs, videos or audio recordings of pupils on personal devices

Use of mobile phones is permitted only:
- During non-contact time
- In staff-only areas

In exceptional circumstances (e.g. family emergency), arrangements should be made through the school office.

All school photographs and recordings must be taken using school equipment only, in line with safeguarding guidance.

Volunteers, Visitors, Governors and Contractors
All visitors are expected to follow the same expectations as staff while on site.

Mobile phones should:
- Be kept on silent
- Not be used in areas where pupils are present

Visitors will be informed of this policy on arrival and when signing in.

Parents and Carers
We ask parents and carers to:

- Avoid using mobile phones while on the school site
- Use phones courteously and appropriately if necessary

Parents may take photographs or videos at school events (e.g. performances or sports days) only of their own child. Images must not be shared on social media if they include other children.

Monitoring and Review
This policy will be:

- Communicated clearly to pupils, staff and parents
- Applied consistently
- Reviewed annually or in response to updated guidance

The impact of this policy will be monitored through behaviour, safeguarding and wellbeing outcomes.