



THORPE
PRIMARY ACADEMY

One Community, Growing Together

Mobile Phone Policy

v1.1



Contents

- 1. Introduction 2
- 2. Staff Responsibilities 2
- 3. Pupil Responsibilities 3
- 4. Parents, Visitors and Contractor Responsibilities 3
- 5. Inappropriate & Illegal Content..... 4
- 6. Liability..... 4
- 7. Version Control 4
- Annexes 5

1. Introduction

- 1.1. It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G, 5G, Airdropping and 'Nearby Share' (see Annex 1 for more details). For many, these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount. This policy aims to ensure that effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the school, and to ensure effective safeguarding practice is promoted to protect against potential misuse. The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches. This policy sits alongside the Keys Code of Conduct for Adults: [Code of Conduct](#)
- 1.2. The guidance aims to:
- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
 - Set out clear guidance for visitors and contractors
 - Ensure robust safeguarding
 - Support the schools' other policies relating to child protection and behaviour

2. Staff Responsibilities

- 2.1 All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.
- 2.2 All staff guidance
- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
 - Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room.
 - Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.
- 2.3 Using a personal mobile phone during school / contact time
- This policy makes it clear that the use of a personal mobile device during school / contact time is prohibited.
 - However, in some circumstances, it may be appropriate for staff to use a personal mobile phone for emergency work purposes. Such circumstances may include, but are not limited to:

- Emergency evacuations (and there is no other reasonable way to make contact quickly).
- Parental contact in emergencies (and there is no other reasonable way to make contact quickly).
- In some circumstances, it may be appropriate for staff to use a personal mobile phone for emergency personal circumstances. In these circumstances, the staff member should seek permission from the Headteacher or senior leader to have their phone about their person. Calls should still be taken in private, away from pupils, as long as it is safe to do so (e.g., another adult is present). Such circumstances may include, but are not limited to:
 - A family member is in hospital.
 - A family member is in crisis.

3. Pupil Responsibilities

- 3.1. The school recognises that increasing numbers of pupils own mobile phones and smart watches. The following expectations around phone and smart watch usage should be clearly communicated to all pupils and parents.
- 3.2. Pupils' use of phones
 - Pupils are not allowed to bring mobile phones to school unless specific circumstances occur.
 - Pupils should not have mobile phones about their person at any point in the day.
 - Circumstances where a phone can be brought into school:
 - Only pupils in year 5 and 6 who walk to or from school without an adult (and have express permission to do so, by parents formally requesting this from the school in writing) can bring a phone to school.
 - A child that uses their phone to track a medical condition (such as diabetes) can bring their phone to school. Specific agreement and permissions based on medical need must be obtained from the school to allow this to occur.
 - If it is deemed necessary for a pupil to bring a mobile phone or smart watch to school, then the expectation is that the pupil hands their phone or smart watch into the class teacher at the start of the day. Phones will be stored in a locked box which is placed in a cupboard in the classroom.
 - All pupils (and their parents) in year 5 and 6 must read and sign the 'Pupil Mobile Phone Agreement' (see Annex 2).

4. Parents, Visitors and Contractor Responsibilities

- 4.1. Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.
- 4.2. Should phone calls and / or texts need to be taken or made, visitors are asked to leave the premises to do so.

- 4.3. Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5. Inappropriate & Illegal Content

- 5.1. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school’s ‘Safeguarding and Child Protection Policy’).

6. Liability

- 6.1. For both staff (including supply staff), pupils, parents, visitors and contractors the school retains no liability for any device that is brought into school which is either lost, stolen or damaged.
- 6.2. For both staff (including supply staff), pupils, parents, visitors and contractors, the school retains no liability for any device that is used in a manner that is against the owner’s consent.

7. Version Control

VERSION	ACTION	RESPONSIBLE	DATE
1.1	N/A	Headteacher	Feb 2026

Annex 1 - Airdrop and Nearby Share

Airdrop

- AirDrop is a feature available on iPhones and Mac computers (iOS 7, iPadOS 13, OS X 10.10, or later required).
- It lets physically close Mac and iOS devices share files, photos, websites etc.
- There are no size limits on files.
- It uses Bluetooth and Wi-Fi to transmit the files.
- AirDrop automatically detects nearby supported devices within a maximum distance of 30 feet.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Nearby Share

- Nearby Share is available on Android 6.0+ phones.
- Like AirDrop, it allows users to instantly share files, links and pictures with people around them.
- It also works through Bluetooth or WiFi.
- When Nearby Share is turned on, a list of devices available within sharing proximity is visible.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Safeguarding risks posed by both Airdrop and Nearby Share.

- Being exposed to age-inappropriate sexualised and/or violent content.
- Photo sharing as a form of cyberbullying, with the person featured in the image being the target.
- The sharing of self-generated sexual imagery, with or without the permission of the original image/video creator.

- Images of teachers or other staff members shared as part of teacher targeted bullying, including 'upskirting' images (the practice of taking an illegal photo of someone's genitals or genital area, without consent).

If a member of staff or a pupil report receiving inappropriate content, then the school must follow their Safeguarding and Child Protection Policy and procedures.

Annex 2 – Pupil Mobile Phone Agreement



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Pupil Mobile Phone Agreement

Pupil Name:

Class:

Date:

Why we have this agreement

We understand that some pupils bring mobile phones to school for safety reasons. To keep everyone safe and focused on learning, we have rules about how mobile phones are managed during the school day.

Our rules for mobile phones

By bringing a mobile phone to school, I agree to the following:

-  My phone must be handed to my teacher as soon as I arrive at school.
-  I must NOT keep my phone in my pocket, bag, or locker at any time.
-  My phone will be kept safely by my teacher during the school day.
-  I am not allowed to use my phone anywhere on the school site.
-  If I keep my phone with me or use it at school, it will be confiscated.
-  I can collect my phone from my teacher at the end of the school day.
-  I must not use my phone until I have left the school grounds and passed the school gates.



I understand that

- These rules are to keep everyone safe and help learning.
- If I break these rules, my phone may be confiscated, and a parent/carer may be contacted.
- Repeated breaking of the rules may result in me not being allowed to bring my phone to school.

Agreement

I understand and agree to follow the mobile phone rules.

Pupil Signature: _____ Date: _____

I have discussed these rules with my child and support the school's mobile phone policy.

Parent/Carer Signature: _____ Date: _____