



The Shevington Federation Mobile Phone Policy

Millbrook Primary School

2026-27

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Millbrook Primary School Mobile Phone and Personal Device Policy

Date of Implementation: January 2026

Review Cycle: As necessary following any legislation or technical updates .

Next Review Date: January 2027

Approved By: Executive Headteacher

1. Purpose

The purpose of this policy is to ensure a safe, respectful and distraction-free learning environment, prevent inappropriate use of mobile phones and personal devices on school premises, safeguard pupils, staff and visitors in line with safeguarding legislation, and set clear expectations for all stakeholders.

2. Scope

This policy applies to all pupils, staff, parents, carers, volunteers, visitors, and any individual on Millbrook Primary School premises or engaged in school activities.

3. Definitions

Mobile phone – any device capable of calling, messaging, taking photos, recording audio/video, or connecting to the internet.

Personal electronic device (PED) – includes smartwatches, tablets, fitness trackers with communication functionality, gaming devices and similar technology.

4. Pupil Use of Mobile Phones

Pupils must not use mobile phones or personal devices during the school day. This includes classroom learning, breaks, lunch, and transitions.

Phones should not be brought into school unless agreed for safeguarding or travel reasons. in Year 5 and Year 6 only.

Approved phones must be switched off and handed in on arrival to the Office for safe keeping.

5. Smartwatches and Wearable Technology

Smartwatches with communication or camera functions are not permitted.

Basic step-counter watches may be worn at school's discretion

6. Consequences for Misuse -children

First breach –a warning and the phone removed from the child and secured in the office for collection at the end of the day.

Second breach – device confiscated and collected by a parent/carer.

Repeated or serious misuse – loss of privilege and possible safeguarding referral.

7. Staff Use of Mobile Phones

Staff may not use personal phones in the presence of pupils except in emergencies such as lockdown.

Phones must never be used to take photos or contact pupils or parents.

Staff must not use their personal device/s in the classroom unless agreed with the Executive Headteacher for exceptional circumstances.

Areas available -staffroom, offices The Hive

8. Visitors, Volunteers and Contractors

Visitors must not use phones to record pupils. Calls and messaging must take place outside teaching areas.

Areas available -staffroom, offices and The Hive

9. Use of Mobile Phones on School Trips/ School Residentials.

Staff may carry phones for safety.

Pupils must not bring phones unless approved by the Executive Headteacher.

If it necessary for phones to be taken on school residential visits then devices will be collected before children return to their rooms at any time.

Mobile devices on such occasions will only be in exceptional circumstances with permission from the Executive Headteacher

Any parent/carer accompanying a school visit/residential must have their phone switched off whilst near children .

Parents/Carers **must not alert other parent/carers via social media** whilst on a visit without the permission of the leader of the visit/residential for safety reasons.

Checking for calls or messages must be during lunchtime away from the children.

10. Online Safety and Safeguarding

This policy links to safeguarding, behaviour and ICT acceptable use policies.

Any concerns must be reported to the DSL or DDSLs

11. Exceptional Circumstances

The Executive Headteacher may grant temporary exemptions for safeguarding, medical or specific travel needs.

12. Monitoring and Review

The policy will be reviewed annually in line with guidance and technological developments.

Policy created by The Executive Headteacher with input from the staff – Feb 2026