



Mobile Phone Policy

Oliver Goldsmith Primary

"Inspiring a love of learning."

Date Ratified: Sept 2026

Date to Review: Sept 2029

***"FROM SEPT 2026, OGPS IS A SMART PHONE
FREE & SMART DEVICE FREE SCHOOL"***



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1. Introduction & Aims

At Oliver Goldsmith Primary School we recognise that mobile phones, including smart phones and other smart devices, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

However, research has shown that access to smart phones and smart devices can have detrimental effect on children and their mental health. Under the Children's Well-being and Schools Act 2026, schools are required to be mobile phone free during the school day.

Governors at OGPS have decided to become a smart phone/smart device free school from September 2026. Where children in Year 5 & Year 6 have permission to walk to and from school by themselves, WITH THE PERMISSION of their families, they may bring a mobile phone to school, BUT, it must be a brick style phone that only allows calls and texts.

Families are signposted to <https://www.smartphonefreechildhood.org/alternatives> to support them.

Summary of School Position as per our Uniform Policy;

- **Children SHOULD NOT bring smart devices to school.**
- As per our mobile phone policy, children in Years 5 & 6 may bring a mobile phone to school IF THEY HAVE PERMISSION as they walk to and from school on their own. We are a smart phone free school so it will need to be a brick style phone that that can only make calls or send texts.
- Families can get advice using <https://www.smartphonefreechildhood.org/alternatives>
- Children **SHOULD NOT** wear smart watches to school
- Children **SHOULD NOT** bring headphones to school
- Children **SHOULD NOT** bring or wear meta glasses or equivalent in school

Transitional arrangements will be in place for 2026-2027 for children in Year 6 only. Families who need support should contact the school. Transitional arrangements will only be put in place for one year (26-27) and for children who were recorded as having permission to bring a mobile phone to school in Year 5 (25-26).

Where a child needs access to a smart phone and/or a smart device for a legitimate medical reason, arrangements will be put in place to ensure their medical needs can be met.



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/carers and volunteers
- Support the school's other policies
 - Child Protection and Safeguarding Policy
 - Behaviour Policy

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

2. Roles and responsibilities

2.1 Staff

- All staff (including teachers, support staff 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 senior leadership team is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.
- Governors will review the policy as per review date.

3. Use of mobile phones & Smart Devices

3.1 Personal Mobile Phones & Smart Devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. 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).

It is not appropriate for staff to use smart devices such as smart watches or smart glasses (such as meta glasses) to record, take photos, to access messages or to access the internet while children are present.

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 as a point of emergency contact.

3.2 Data Protection



Staff must not use their personal mobile phones or other smart devices to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots, e.g. ChatGPT or other AI equivalents.

3.3 Safeguarding

Staff must refrain from giving 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 mobile phones to take photographs or recordings of pupils 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.

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
- 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 which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

3.5 Work phones

A school work mobile phone is held in the school office for use in specific circumstances. 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.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of Mobile Phones by Pupils

Pupils are allowed to bring mobile phones to school **if they are given permission by their parent/carer**. This will usually be for children in Y5/6 who also have permission to travel to and from school alone. The school will maintain a register of children who have permission to bring their mobile phones to school.



WE ARE A SMART PHONE FREE SCHOOL SO THE PHONE MUST BE A BRICK STYLE PHONE THAT CAN ONLY MAKE CALLS OR SEND MESSAGES. IT SHOULD NOT BE INTERNET ENABLED AND HAVE A VISIBLE KEYPAD AND SMALL SCREEN.

Children are not allowed to use their mobile phone/device on the school site; they are collected in and locked away in the school office or classroom upon arrival and distributed just prior to dismissal at the end of the day.

Our class computing contract (Acceptable Use Policy), signed by pupils, states that;

- *"We will turn our mobile phone off when on the school site and hand our phone to our class teacher at the beginning of the day and have it returned at the end of the school day."*
- *"We will not use our phone during lessons, clubs or other activities organised by the school."*
- *"We will use devices responsibly, inside and outside of the school and will not access any inappropriate websites or other inappropriate materials or use inappropriate language when communicating online."*

4.1 Sanctions

Where a child is found to be in breach of this policy, for example they have kept a have a mobile phone/device on their person rather than handing it in as per the school arrangements, the following will take place;

- Child reminded of usual practice.
- The device will be kept safe by a Senior Leader.
- Parents will be contacted regarding the issue.
- Device returned directly to parents (not child) at close of day/earliest opportunity with reminder of school policy for the future.
- Should this be a reoccurring issue, it will be dealt with by the behaviour policy.

Where we have concerns regarding how the device might have been used in the school whilst not given in, we will refer to procedures in our safeguarding policy.

5. Use of mobile phones and smart devices 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.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event, or of their own child
- Using photographs or recordings for personal use only, and not posting on social media
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use at the start of a public event at school such as school assembly.

Parents/carers or volunteers supervising school trips must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils which 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 4 above.



It is not appropriate for parents/carers, visitors and volunteers to use smart phones or smart devices on the school premises to record or take photographs of children and staff unless in a situation where they have permitted to do so (assembly, sports day etc). Smart glasses such as meta-glasses should not be used to record staff or children on the school premises at drop off or collection time.

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.

6. Loss, theft or damage

Pupils bringing phones to school should ensure that phones are labelled with their name and stored securely, as directed, when not in use.

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, 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. Families are made aware of this by;

- Including this disclaimer in the permission form for bringing a phone to school
- This policy is sent out at the start of each academic year (September) along with the permission form for families to complete giving their child permission to bring in their mobile phone.
- The policy is also on the school website.

Should a phone need to be confiscated for any reason, it will be stored in the headteacher's office (lockable cupboard) or the main school office (safe).

Lost phones should be given to the school office. The school will then attempt to contact the owner.



7. Appendix 1: Permission Form Allowing a Pupil to bring Phone to OGPS

PUPIL DETAILS	
Pupil Name:	
Year Group/Class:	
Parent/Carer(s) Name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers
- Other issue

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The phone MUST BE A BRICK STYLE PHONE, NOT HAVE INTERNET ACCESS – HAVE A SMALL SCREEN AND KEYPAD TO OPERATE.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent/carers signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	



7. Appendix 2: Mobile Phone/Smart Device Information Slip for Visitors

Use of Mobile Phones & Smart Devices at OGPS

- Please keep your mobile phone/smart device on silent/vibrate while on the school grounds
- Please do not use phones/devices where pupils are present. If you must use your phone/device, you may go to the staffroom, staff PPA room or meeting room.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone/device in lessons, or when working with pupils

The school accepts no responsibility for phones/devices 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.