

Vigo Primary School



Mobile Phone Policy

Signed: *Marty Johnson* (CoG)

This policy has been approved and adopted by the Governing Body in September 2026 and will be reviewed in September 2027.

This policy should be read in conjunction with:

- Acceptable Use of the Internet,
- Child Protection Policy
- Safeguarding Policy
- Behaviour policy
- Staff Code of Conduct
- Keeping Children Safe in Education, DfE
- Behaviour in Schools, DfE

The policy sets out the roles, responsibilities and procedures for acceptable, and safe use of mobile phones, to safeguard adults and children within the school.

Rationale:

All schools should be mobile phone-free environments by default; anything other than this should be by exception only. All schools must have a [behaviour policy](#) that is aligned with the school's legal duties and standards relating to the welfare of children. This is essential in establishing and maintaining high standards of behaviour ensuring that the school is a calm and safe environment for all pupils and staff. As part of this policy, schools should develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime. (DfE June 2026)

As part of our safeguarding commitments the governors have adopted the following policy regarding the use of mobile phones at Vigo Primary school. The strategies outlined in this policy are designed to ensure that the following does not occur:

From September 2026, smartphones will no longer be permitted in school. Children who need to bring a phone with them (for example, to stay in contact before or after school) may bring a basic, non-smart mobile phone that can only be used for calls and texts. Smartphones will not be accepted under the new arrangements.

We know that mobile phones can be helpful for families, particularly where children travel to and from school independently. At the same time, as a primary school, our priority is to create a calm, safe, and happy environment where children can focus on learning, friendships, and enjoying their day. We have found that smartphones can sometimes be a distraction and can also bring challenges around online safety, messaging, and camera use that are not appropriate for primary-age children during the school day.

This change also means that we are joining other schools in Andover through the "Bricks for '26" movement, as well as a growing number of schools nationally, who are taking a shared approach to reducing smartphone use among children. By moving together, schools aim to make this transition clearer and fairer for families, and to help children feel supported rather than singled out.

Children will, as always, be well supported while they are with us. Parents and carers can contact the school during the school day via the school office, and we will make sure messages are passed on

promptly where needed. The option of bringing a basic phone means children can still get in touch with you before and after school if necessary.

Procedure: Additional Policy

- The parent must update the End of Day Collection form to indicate which days the child will be walking home and return it to the school office.
- Written permission to carry a mobile phone must be provided by a parent either by email or letter addressed to the school office team.
- The office team will update the ARBOR record and child's record within the office class file
- The child must hand their mobile phone to office staff for safe keeping at the beginning of the day and collected at the end of the day. This must take place before the child goes to their classroom in the morning and at the end of the school day.
- The child must ensure the phone is switched off or on silent whilst on school premises. This will be checked by office staff daily.
- Office staff will place the phone in an individual, named, clear zippy wallet. These will be kept in a box in the locked office cupboard.

Children who are not walking home independently are not permitted to bring a mobile phone into school.

Mobile phones are not allowed to be used in school by children unless prior written permission has been granted by the headteacher. Permission would only be granted in exceptional circumstances.

Children are not permitted to bring a mobile phone on school trips or residential visits. Please note that Vigo Primary School accepts no responsibility for the loss of or damage to the property brought into school.

If a child fails to follow the school policy, the mobile phone will be confiscated and placed in the school safe. This must then be collected by a responsible adult. The child will be given a warning and a reminder about school policy.

The Headteacher, or the staff they authorise, have a statutory power to search a child or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item such as a mobile phone. Staff should refer to the searching, screening and confiscation in schools DFE guidance regarding searching a pupil.

Staff and Mobile Phones:

Staff are not allowed to use mobile phones within the classrooms during contact time with the children. They must be on silent when on the school premises and kept out of sight and reach of the children in the classroom teacher's cupboard.

Mobile phones may be used during lunch hours, during breaks or outside working hours and not when children are present. Mobile phones may be used in unoccupied classrooms, office areas, staff room or offices – not playgrounds or classes or other areas containing children. There may be incidences, for example whilst on school trips, where staff may need to use a mobile phone whilst in the vicinity of children. In such incidences, staff must be mindful of the content of the conversation.

On residential trips, staff can use mobile phones outside direct hours of supervision, as long as it does not compromise the safety of the children. There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to use multi-factor authentication to access secure and confidential records. This must be completed when children are not present.

Personal mobile phones must not be used to take photographs, videos or recordings in school. This includes school trips and residential activities, even if the child belongs to a member of staff.

Educational partners will be informed of these policies and asked to follow these guidelines. Staff are not allowed to give parents their personal mobile phone numbers. All communication with parents should be through the school e-mail and app systems, professional meetings or by using the school phone system.

These guidelines apply to all students and staff on trainee placements as well as parents and other visitors.

If parents do need to make a call or send a message, they will be asked to step outside the school premises to make the call.

Parents and visitors will be allowed to take photographs and videos on their phones at authorised events as long as the photo is just of their child and is used for personal viewing only, it will not be placed on social media. This will be clearly stated by the staff leading the event.

We ask that parents and visitors do not take any offence if a member of staff requests them to stop using a mobile phone.

This Policy has been drawn up in the light of all policy documents that exist in the school with all staff, and governors.