Spurcroft Primary School

Mobile Phone in School Procedure

For use alongside the Behaviour Policy and DfE Mobile Phones in Schools guidance

Date approved	September 2026
Approved by	Full Governing Board
Review date	September 2028
Linked policy	Behaviour Policy
Owner	Headteacher

1. Purpose

This procedure explains how Spurcroft Primary School implements its mobile-phone-free approach during the school day. It should be read alongside the Behaviour Policy, Safeguarding and Child Protection Policy and any relevant medical or individual support arrangements.

The DfE guidance became statutory on 29 June 2026 and schools should follow it from 1 September 2026. The guidance expects schools to be mobile-phone-free environments by default, with access only by exception.

2. Scope and expectations

Pupils must not have access to mobile phones during the school day. This includes lessons, movement between lessons, assemblies, breaktimes and lunchtime. The expectation also applies to smart devices with similar functionality, such as smart watches capable of sending or receiving messages or notifications or recording audio or video.

At Spurcroft, the school day means the period from arrival on the school site until the pupil has left the school site at the end of the day. The expectation also applies to after-school clubs taking place on the school site.

3. Pupils who need to bring a mobile phone

Some UKS2 pupils who walk home independently may need to bring a mobile phone for safety reasons. Where this has been agreed, the following arrangements apply:

- The phone must be switched off before the pupil enters the school gates.
- The phone must be handed to the class teacher at the start of the school day.
- The phone will be stored securely by the school until the end of the school day.
- The pupil must not access or switch on the phone while on the school site.
- The phone may only be switched on once the pupil has left the school site.
- The same arrangements apply when a pupil attends an after-school club on the school site.

4. Smart watches and similar devices

Smart watches and other wearable or smart devices must not be used to send or receive messages or notifications, make or receive calls, record audio or video, or access other prohibited functions during the

school day. Where a pupil needs to wear a smart device for a specific medical or disability-related reason, an individual arrangement will be agreed with the school.

5. Breaches of the procedure and confiscation

A breach includes the following

- using a mobile phone;
- having a phone switched on or accessible when this is contrary to the school's arrangements;
- using a phone to make or receive calls or messages;
- taking photographs, videos or recordings;
- using a smartwatch or other smart device for messaging, recording or other prohibited functions;
- allowing a phone to ring or make notifications during the school day.

Where a breach occurs, staff should follow the procedures outlined below. The response will be proportionate to the circumstances, taking account of the pupil's age, SEND, individual circumstances and whether the breach is repeated.

First breach	Phone or smart device confiscated by staff. Parents/carers informed and the phone or device will be returned to the pupil at the end of the day. This will be recorded and logged as a behaviour incident.
Repeated breach	Phone or smart device confiscated by staff and parents asked to collect the mobile phone or device following a meeting with the headteacher or deputy headteacher.

6. Serious or harmful misuse

Mobile phone misuse that involves bullying, harassment, threats, inappropriate images, recording another person without permission, sharing harmful content, or any other safeguarding concern will be dealt with under the relevant school policies and procedures.

In these cases, the senior leadership team and designated safeguarding leads will be involved and make a decision regarding next steps based on the severity of the incident. This may include referrals to children's services or the police as deemed appropriate.

Where a mobile phone incident raises a concern that a pupil may be suffering, or may be at risk of, harm, staff must follow the school's Child Protection and Safeguarding Policy and speak to the DSL or deputy DSL.

7. Searching for mobile phones

Mobile phones and similar devices are identified as items that may be searched for under the school's Behaviour Policy. Where there are reasonable grounds to suspect that a pupil is in possession of a mobile phone or similar device in breach of the school's rules, an authorised member of staff may carry out a search in accordance with the DfE Searching, Screening and Confiscation guidance and the school's Behaviour Policy.

Staff should seek the pupil's cooperation wherever possible and ensure that searches are carried out lawfully, proportionately and with appropriate regard to the pupil's dignity and safeguarding.

9. Exceptions and reasonable adjustments

The school recognises that there may be circumstances where a pupil needs access to a mobile phone or smart device during the school day. This may include medical needs, disability-related needs, safeguarding concerns or other exceptional individual circumstances.

Where an exception is necessary, the school will agree a clear individual arrangement setting out the purpose, times and location in which the device may be accessed. An agreed exception does not provide unrestricted access to a mobile phone during the school day.

10. Contact between pupils and parents/carers

Parents and carers should not contact pupils directly on their mobile phones during the school day. If a parent or carer needs to contact their child urgently, they should contact the school office. Similarly, pupils who need to contact home during the school day should do so through the school office.

11. Staff responsibilities

All staff are expected to model appropriate use of mobile phones and smart devices. Personal mobile phones should not be used for personal reasons in front of pupils during the school day, except where an appropriate exception applies, such as an emergency or an agreed work-related use.

12. Communication and review

The school will communicate its mobile phone expectations clearly to pupils, parents/carers and staff. The procedure will be reviewed alongside the Behaviour Policy and following any relevant changes to DfE guidance or the school's needs.