MURDISHAW WEST PRIMARY & NURSERY SCHOOL

MOBILE PHONE POLICY

Autumn 2026

Policy Title	MOBILE PHONE POLICY
School/HBC	School
Written by	V Edwards & J Phillips
Staff Approval Date	September 2026
Committee Approval Date	
FGB Ratification Date	November 2026
Signed by Chair of Governors	D Cox
Date	
Review Date	Autumn 2027

Our Commitment

At Murdishaw West Primary & Nursery School, our priority is to provide a safe, focused and distraction-free learning environment where every child can thrive. This policy supports our school values by promoting respect, safety and positive relationships while ensuring pupils remain fully engaged in learning.

This policy supports our statutory safeguarding duties (Keeping Children Safe in Education) and the EYFS safeguarding and welfare requirements. The Headteacher and governing body are responsible for implementation and review.

Why We Have This Policy

This policy helps us to:

- Keep everyone safe.
- Promote positive friendships and wellbeing.
- Maintain a calm, focused learning environment.
- Reduce distractions during the school day.
- Support safeguarding arrangements.

Who Can Bring a Mobile Phone?
Murdishaw West expects the school site to be a mobile phone-free environment by default for all pupils. We recognise that, in some cases, older pupils (Years 5–6) may need bring a phone where there are safeguarding or travel reasons.

Expectations for Year 5 and Year 6 Pupils

If a pupil brings a mobile phone to school:

- The phone must be switched off completely**.**
- Phones must be handed into the school office at the start of the school day for secure storage.
- Phones will be returned to pupils at the end of the school day.
- Once collected at the end of the school day, phones must remain switched off and stored safely in school bags until pupils have left the school gates.

Adults' (including staff, volunteers & visitors) mobile phones must not be:

- Used in classrooms, playgrounds, corridors, school clubs or on school trips, when children are around.
- Used to take photographs, record video or audio, or access social media during the school day.

Any unauthorised use of a mobile phone, by an adult, will be treated as a breach of the school's code of conduct policy.

Please note that the school **cannot accept responsibility for the loss, theft or damage of**

personal property, including mobile phones.

Consequences for Pupil's Using a Mobile Phone on School Grounds

First Incident

- The phone will be confiscated.
- Parents or carers will be informed.
- A parent or carer must collect the phone from the school office at the end of the school day. The phone will not be given back to the child under any circumstances.

Second or Subsequent Incident

- The phone will be confiscated.
- A meeting will be arranged with parents and the class teacher and, where appropriate, a member of the senior leadership team. Consequences will be given in accordance with our Behaviour Policy.

Exceptions

The Headteacher may grant permission for a pupil to use a mobile phone in exceptional circumstances, under the supervision of an adult for example:

- Medical needs.
- Personal or family circumstances where a phone is necessary for safeguarding.

This permission must be granted prior to the phone being used. A breach of this may result in the mobile phone being confiscated.

If there is reason to believe a device contains evidence relating to a safeguarding incident (eg bullying, indecent images), the safeguarding lead will follow the school's safeguarding procedures and, where appropriate, seek advice from police or children's social care. The school will follow data protection guidance and the ICO's advice when handling images or personal data.

Parents and Carers

Parents and carers are asked to support this policy by:

- Ensuring their child understands and follows the school's expectations.
- Contacting the school office if they need to pass an urgent message to their child during the school day.
- Avoiding contacting pupils directly on their mobile phones during school hours.

Monitoring and Review

The Headteacher and Governing Body will monitor this policy, including all logged incidents. The policy will be reviewed by the governing body annually.