

Mobile Phone Policy

This policy outlines expectations for the safe, responsible and appropriate use of mobile phones and other personal devices by everyone on the school site. It aims to minimise disruption to learning, support safeguarding and protect the wellbeing, privacy and safety of all members of the school community.

Document History

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V2	Aug 2026	Emma Young	Updated with new legislation
V3	Sept 2026	Selina McNelis	Amended ref exams in line with JCQ guidance

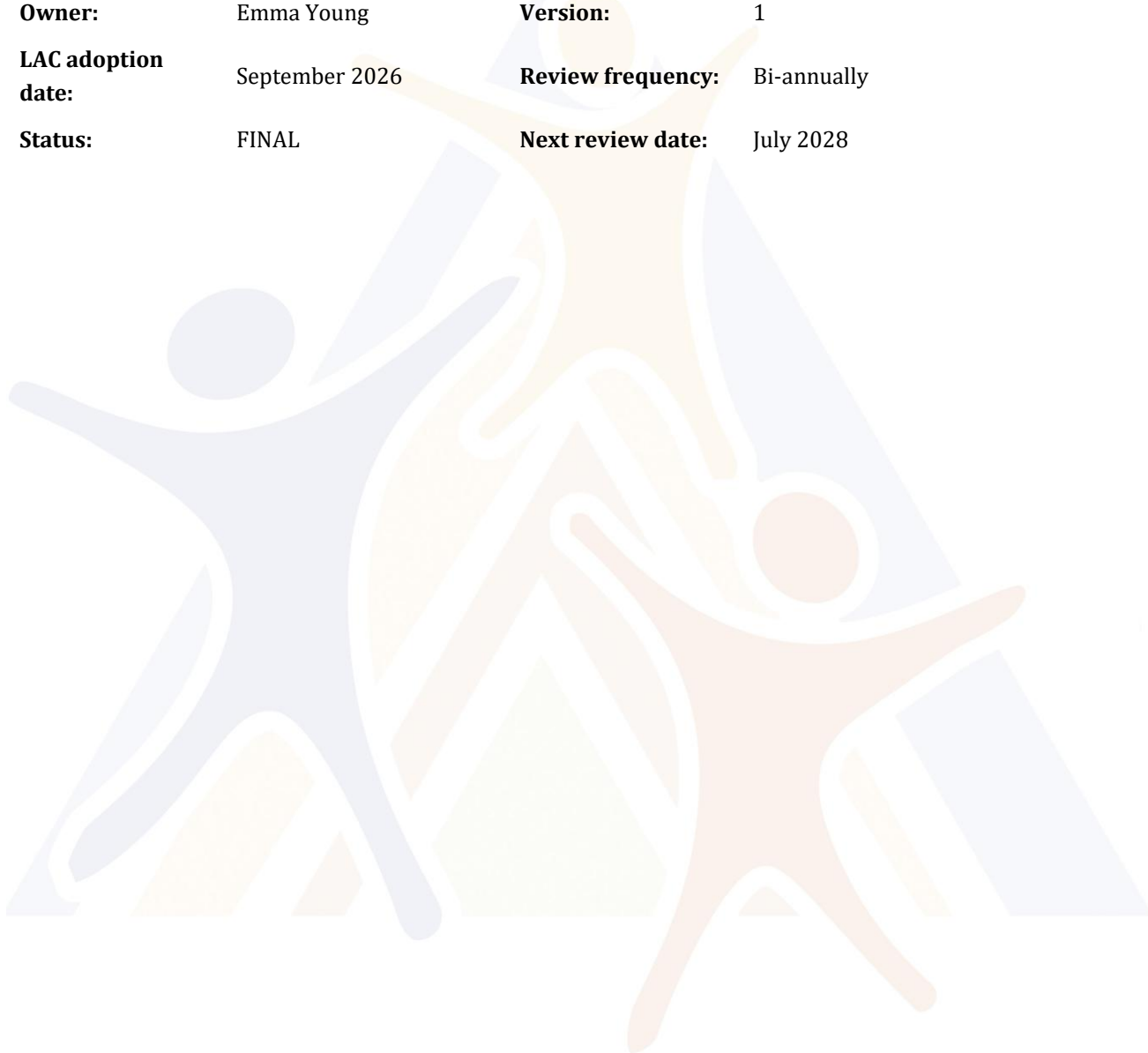
This policy was approved as follows:

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1. Policy Aims

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: Throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant Guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles & Responsibilities

3.1 Staff

- All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently
- 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 Head of Behaviour is responsible for monitoring the policy and reviewing it every 2 years, and holding staff and pupils accountable for its implementation
- Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones

3.2 Governors

- This policy will be ratified by Governors every two years

4. Use of Mobile Phones by Staff

4.1 Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default - anything other than this should be by exception only.

4.2 Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, 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).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time or in front of children for personal reasons. For instance (this list is non-exhaustive):

- 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 01889 561820 as a point of emergency contact.

4.3 Data Protection

Staff must not use their personal mobile phones 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 and Google Gemini).

The school data protection policy and ICT acceptable use policy gives further information on this.

4.4 Safeguarding

Staff must not give 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.

Please see the ICT acceptable use policy and staff code of conduct for more information.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

4.5 Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing school resources such as Email and Teams during all times when pupils are not present
- The lead invigilator in an examination to request assistance from the exams office

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

4.5 Work Phones

We have several work phones that can be used for school off-site trips.

Staff must:

- Only use school 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

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of Mobile Phones by Pupils

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

The school has a mobile phone policy of never seen, used or heard.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

- Pupils are allowed to bring mobile phones to school, but they should not be used, seen, or heard at any point on the school site. This includes before and after school times. Pupils are responsible for their safe keeping and should recognise this is a privilege not a right
- Mobile phones must be turned off at all times and stored where they cannot be seen. This could be in a school bag or inside blazer pocket. Trouser pockets and outside coat or blazer pockets are not acceptable
- Should a pupil break any of the above rules, on the first instance, the phone will be put into a named envelope and taken to the main school office. This can then be collected by the student at the end of the school day from the front office via the pupil reception door
- The second breach of this policy by the pupil will require a parental collection of the phone. When the phone is confiscated, the pupil's name will be communicated with the front office and a phone call home to the parent/carer attempted to notify them of the confiscation. Phones will not be given to pupils if a parent is not available to collect it
- Earphones are not allowed in school and if found, these will be confiscated
- Pupils must not use plugs in school to plug in chargers for phones or laptops as this presents a fire risk. Sixth form students can plug in laptops as long as they have had their device PAT tested by the school
- External speaker's/docking stations may not be used in any area at any time. These will be confiscated and parents asked to collect the item
- Mobile phones may be permitted on certain school trips. This will be agreed by the trip leader and Headteacher
- Sixth-form pupils are permitted to use mobile phones in the dedicated sixth form zoned areas:
 - **Green Zones** - Working, eating, chatting, socialising
 - **Blue Zones** - Working, eating, talking
 - **Orange Zones** - Working, talking, NO eating
 - **Purple Zones** - Silent work - NO eating or talking

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of Smartwatches by Pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

Pupils should not wear smart watches to School. These will be confiscated in the same way as mobile phones. The rationale for this is as follows:

- Pupils may be able to use a smartwatch to communicate via text, even if their phone is secured elsewhere
- Smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal
- Smartwatches can be more fragile than mobile phones, so any confiscation/storage procedures may need to be modified to safely accommodate them

5.2 Exceptions for Special Circumstances and for Sixth-form Pupils

Some pupils will be permitted to possess, or use a mobile phone/smart device in school

For instance:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood glucose levels
- Sixth-form pupils in the delegated areas for work purposes

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Head of Behaviour.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see Section 9 - Appendix).

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones or smart devices out of sight of younger pupils in the delegated areas of the school. Misuse of mobile phones or other devices by pupils in the sixth form will lead to sanctions according to our behaviour policy.

5.3 Sanctions

- Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006). Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#)) In addition to this, staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows the school to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person)
- Should a pupil break any of the above rules, the phone will be put into a named envelope and taken to the front school office for the school safe. These phones should be collected at the end of the school day via the front office (student reception door). On the first occasion a pupil may collect the phone, on any following occasions within the same academic year, parents will need to collect the phone and it will not be handed to the pupil
- If a pupil refuses to hand over a mobile phone, then they will be placed in our return to learning area until the phone is handed over to a staff member
- Pupils who repeatedly break the rules around mobile phones will be issued with further sanctions. This includes arrangements where they are required to hand in their phone to a member of staff at the start of each day for a period of time

Staff will consider and make reasonable adjustments should there be any relevant special circumstances (for example, age, religious requirements, special educational needs, disability).

We will also consider that the pupil's behaviour may indicate they may be suffering, or at risk of harm. If this is suspected, staff will follow the appropriate procedure set out in [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting, down skirting and pantsing
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of Mobile Phones by Parents/Carers, Volunteers and Visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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 at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils or while children are present

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that 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 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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.

7. Loss, Theft or Damage

Pupils bringing mobile phones to school must ensure that their phones are out of sight and stored in an internal pocket of their school bag.

Pupils must secure their mobile 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. 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.

We ensure pupils and parents/carers are aware of the disclaimer above by completing the following:

- Signs in the school entrance and around the building
- Included in our visitor information booklet

- Include a disclaimer in your home-school agreement
- Reiterated at transition evening and in our school prospectus
- Published on the school website

Confiscated phones will be stored in the school office in a secure area. The Office Manager takes responsibility for phones when this occurs.

Lost phones should be returned to the Office Manager. The school will then attempt to contact the owner.

8. Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head of Behaviour in a timely manner.

9. Appendix

9.1 Code of Conduct

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone anywhere on the school site at any time. This includes before and after school. Phones should not be used, seen or heard at any time whilst on site
2. Phones must be switched off (not just put on 'silent')
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent
4. Don't share your phone's passwords or access codes with anyone else
5. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
6. Don't use your phone to send or receive anything that may be criminal, for instance, by 'sexting'
7. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school
8. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy
9. Don't use your phone to view or share pornography or other harmful content
10. You must comply with a request by a member of staff to switch off or give in a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly
11. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the exam room. Bringing a phone into the exam room can result in your exam being declared invalid

9.2 Permission Form Allowing a Pupil to bring their Phone to School

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

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

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

9.3 Template Mobile Phone Information Slip for Visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

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

The school accepts no responsibility for phones 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.

