Mobile Phone Policy

Approved by:		**Date:**	
Last reviewed on:	Sept 2026		

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1. Introduction and aims

At our school, we recognise that mobile phones and smart devices are part of everyday life for many pupils, parents/carers and staff. However, in line with Department for Education guidance, the school operates as a **mobile phone-free environment by default**.

The aims of this policy are to:

- Maintain a calm, focused and safe learning environment
- Protect pupils' safeguarding, privacy and wellbeing
- Reduce distraction, disruption and peer conflict
- Support consistent behaviour expectations
- Ensure the school meets its safeguarding duties under *Keeping Children Safe in Education*

Any use of mobile phones in school is **exceptional**, **risk-assessed**, and **reviewed regularly**.

2. Relevant guidance

This policy has regard to:

- DfE: *Mobile phones in schools* https://www.gov.uk/government/publications/mobile-phones-in-schools(updated January 2026)
- DfE: *Behaviour in schools* *https://www.gov.uk/government/publications/behaviour-in-schools--2*
- DfE: *Searching, screening and confiscation* *Searching, screening and confiscation in schools - GOV.UK*
- *Keeping Children Safe in Education* https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Head Teacher is responsible for monitoring the policy annually, reviewing it, 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 Governing body / Trust

- Flying High Partnership monitors implementation and reviews this policy regularly

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present / during contact time. 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 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
- Please also refer to the "**Using personal mobiles for work purposes**" section of this policy for additional circumstances.

The headteacher will decide on a case-by- case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0115 9144221 as a point of emergency contact.

4.2 Data protection and AI

- Personal mobile phones must not be used to process personal or confidential data
- School information must not be entered into generative AI tools on personal devices
- Where AI tools are used, this must be via **school-approved systems (e.g. Copilot)** on **school devices**, in line with Trust AI policy

4.3 Safeguarding

- 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.
- Personal contact details must not be shared with pupils or parents/carers

4.4 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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- 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, 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 Sanctions

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

See the Trust staff disciplinary policy and procedure for more information

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

5.1 School approach

– Phones handed in on arrival

Pupils must hand phones in on arrival. Devices are stored securely and returned at the end of the day.

Phones are **never** permitted to be used during the school day.

5.2 Smartwatches

Smartwatches and similar devices with communication or recording capability are included within this policy and are subject to the same rules as mobile phones.

5.3 Exceptions for special circumstances

Exceptions may be agreed **only where necessary**, for example:

- Medical needs
- SEND reasonable adjustments
- Travel or safeguarding needs

All exceptions:

- Must be approved by the Headteacher
- Must be supported by a **risk assessment**
- Must follow an agreed **storage arrangement**
- Are reviewed regularly

Pupils granted permission must follow the Code of Conduct (Appendix 1).

5.4 Sanctions

- All mobile phones/ smart watches are expected to be handed in to teachers at the start of the school day and handed back at the end of the school day. Any mobile phones/smart watches that are found on a pupil will be confiscated and returned at the end of the school day. (Schools are permitted

to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

- Headteachers/ class teachers 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)

- Repeated incidents involving a mobile phone/smart watch that has not been handed in, or refusal to hand in a device will result in the item being confiscated and the incident being recorded on our CPOMS system.

Designated Safeguarding Leads (DSL'S) 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 DSL's 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 the need arise for a DSL to search a pupils device, parents would be informed.
In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

- 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 Part 1 of Keeping Children Safe in Education

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

- 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

- Repeated breaches may require parental collection
- Sanctions link to the school behaviour policy

Where harmful or illegal content is suspected, safeguarding procedures will be followed in line with *Keeping Children Safe in Education*.

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6. Parents/carers, visitors and volunteers

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, or when working with pupils

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.

All visitors are required to sign the school's safeguarding information leaflet which summarises this policy.

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

- 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
- Confiscated items are stored securely in a locked cabinet and the Head Teacher is responsible for loss, damage, or theft.

Lost phones should be returned to the school office . 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

9. Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

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

1. You may not use your mobile phone during lessons or in an exceptional circumstance that has already been agreed in advance through the Head Teacher. .

2. Phones must be switched off (not just put on 'silent').

3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.

4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.

5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.

6. Don't share your phone's password(s) or access code(s) with anyone else.

7. 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

8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.

9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.

10. 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.

11. Don't use your phone to view or share any harmful content.

12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly

13. 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 it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 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:
We've listed some common reasons below:

- 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:	

11 Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- 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, or when working with pupils

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.

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