



Mobile Phone Policy

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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](https://www.gov.uk/government/publications/searching-screening-and-confiscation-in-schools)
- *Keeping Pupils Safe in Education*
<https://www.gov.uk/government/publications/keeping-pupils-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 pupils 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 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-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0115 9568008 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

If your school uses classroom apps or programmes that require the use of a member of staff's mobile phone, you should explain the appropriate use of mobile phones in these circumstances (e.g. Plickers).

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

If a pupil breaches this policy, the school will take action that is **reasonable, proportionate**, and consistent with our **Positive Behaviour Policy**.

Confiscation

- Staff are authorised to confiscate mobile phones under the Education and Inspections Act 2006.
- Confiscated devices will be switched off and stored securely in the school office.

Collection Procedures

First breach:

- Phone confiscated for the day.
- Pupil may collect it at the end of school.

Repeated breaches:

- Phone confiscated and returned only to a parent/carer.
- A parent meeting may be arranged to agree next steps.

Persistent or serious misuse:

- The Headteacher may keep the phone for a proportionate period, as permitted by DfE guidance.
- The privilege of bringing a phone to school may be temporarily removed.
- A behaviour plan may be implemented.
- Senior staff or Headteacher involvement will follow the staged approach in the Positive Behaviour Policy.

Searching a Mobile Phone

Authorised staff may **search a pupil's phone** if there is a good reason to do so, including when it is suspected that the device contains harmful, illegal, or unsafe content. Searches are carried out respectfully and in line with DfE guidance on searching, screening and confiscation.

Inappropriate or Harmful Content

If inappropriate or harmful content is discovered or suspected, staff, pupils or parents must take the following steps:

1. Do not delete anything.
2. Secure the device and hand it to a senior leader or the DSL.
3. Inform the DSL immediately.
4. The DSL will assess risk and follow procedures from *Keeping Children Safe in Education*.
5. Parents/carers will be informed unless this would place a pupil at risk.
6. External agencies (social care/police) will be involved where appropriate.

This includes conduct such as:

- Sharing nude or semi-nude images (consensual or non-consensual)
- Upskirting
- Threats of violence
- Abusive or discriminatory messages (including race, religion, sexual orientation)

These forms of behaviour may constitute criminal offences and will be treated with the highest seriousness.

Link to the Positive Behaviour Policy

Mobile phone misuse will be managed as **‘beyond challenging’ behaviour**, with **senior staff or the Headteacher responding immediately**. Restorative conversations will be used where appropriate to support pupils in reflecting on their actions, understanding their impact, and making positive repairs.

Considering Individual Circumstances

When determining sanctions, the school will consider:

- Age, SEND, disability, medical or religious needs
- Whether the behaviour indicates that the pupil may be at risk of harm

Safeguarding concerns always take precedence, and staff will follow *Keeping Children Safe in Education* procedures immediately when risk is identified.

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 pupil
- 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.

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 pupil during the school day. They must not try to contact their pupil 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 the school office.

All schools continue with:

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: Acceptable Use Agreement for Year 6 pupils allowed to bring their phones to school due to exceptional circumstances

If you are a Year 6 pupil who has permission to bring a mobile phone to school, you must follow these rules to help keep everyone safe:

Using Your Phone

1. **You must not use your phone during the school day**, unless a teacher specifically says you may.
2. **Your phone must be switched off**, not just on silent, as soon as you arrive at school.
3. **You must never use your phone in the toilets** or in any area where people expect privacy.

Staying Safe and Respectful

1. **You must not take photos, videos, or audio recordings** of pupils or staff at any time.
2. **Never share your phone number or anyone else's personal details** without permission from an adult at home.
3. **Keep your password/passcode private** and never use someone else's phone or login.

Online Behaviour

1. **Do not use your phone to be unkind, rude, or hurtful**, including through messages, apps, or social media.
2. **Do not send, look at, or share anything that is rude, unsafe, or inappropriate.**
 - This includes images or messages that make you feel uncomfortable or unsafe.
 - If something like this appears on your phone, tell a trusted adult straight away.
3. **These behaviour expectations apply at all times**, even outside school, if your actions affect others at school.
4. **Use respectful language** if you are ever allowed to send a message.
5. **Do not use your phone to view or share harmful content** of any kind.

Following Staff Instructions

1. **If a member of staff asks you to switch off or hand over your phone, you must comply immediately.**
Refusing to do so is a breach of the Behaviour Policy.
2. **Phones are not allowed in any test or assessment room.**
You will be expected to hand your phone in before entering.

If you break these rules:

- Your phone may be **confiscated** and kept safely in the school office.
- Your parent/carer may have to collect it.

- You may lose the privilege of bringing a phone to school.
- Senior staff / the Headteacher may become involved.
- A restorative conversation may take place to help resolve the issue and repair any harm caused.

By bringing a phone to school, you agree to follow these rules to help keep yourself and others safe.

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 Year 6 pupils to bring their mobile phone to school because they either:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- 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: _____

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 pupil), 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.

Use of mobile phones and similar devices in our school

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