

Mobile Phone Policy

Approved	March 2026
----------	------------

Contents

1. Introduction and aims.....	3
2. Relevant guidance	3
3. Roles and responsibilities	3
3.1 Staff	3
3.2 Governing body / Trust	4
4. Use of mobile phones by staff	4
4.1 Personal mobile phones	4
4.2 Data protection and AI	4
4.3 Safeguarding	5
4.4 Using personal mobiles for work purposes	5
4.5 Work phones	5
4.6 Sanctions	6
5. Use of mobile phones by pupils.....	6
5.1 School approach	6
5.2 Smartwatches	6
5.3 Exceptions for special circumstances.....	6
5.4 Sanctions	7
6. Parents/carers, visitors and volunteers	9
7. Loss, theft or damage	10
8. Monitoring and review	10
9. Appendix 1: For pupils allowed to bring their phones to school due to exceptional circumstances	11
10. Appendix 2: Permission form allowing a pupil to bring their phone to school..	12
Appendix 3: Template mobile phone information slip for visitors	13

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 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 Headteacher 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 during contact time with children. 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 01636 683353 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 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use 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 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

Breaches of the Mobile Phone Policy

If a pupil is found to be in breach of the school's Mobile Phone Policy—for example, by using a mobile phone during the school day without permission—the following sanctions will apply.

- **Confiscation of Mobile Phones** - In line with **sections 91 and 94 of the Education and Inspections Act 2006**, staff are permitted to confiscate mobile phones when a pupil does not follow school rules.

When Mobile Phones Will Be Confiscated

A mobile phone will be confiscated if:

- It is seen or heard during the school day without staff authorisation
- It is used in a way that disrupts teaching, learning or wellbeing
- It is used in a way that puts any member of the community at risk
- A pupil refuses to hand over the device when reasonably asked

Who May Confiscate a Phone

- Any member of staff may request a phone to be handed in.
- Only the **Headteacher** or a member of the **Senior Leadership Team (SLT)** may formally confiscate and store the device.

How Long Phones Will Be Confiscated

The phone will be retained for a **proportionate length of time**, at the discretion of the Headteacher or SLT, in accordance with DfE guidance.

This will usually be **until the end of the school day**, unless the incident warrants a longer retention under safeguarding or behaviour grounds.

Who Can Collect a Confiscated Phone

- Phones may only be collected by the **pupil** at the agreed time or
- In more serious cases, by a **parent/carer**, as determined by the Headteacher or SLT.
- Pupils must sign to confirm collection, ensuring a clear record of the process.

Searching Mobile Phones

Staff have the legal power to **search a pupil's phone** under the **DfE guidance on Searching, Screening and Confiscation**, where there is a **good reason** to do so.

Circumstances When a Phone May Be Searched

A search may be conducted if staff reasonably believe that the device may contain:

- Evidence of a **serious behaviour incident**
- Content that has been used to **cause harm, distress, or bullying**
- **Illegal or harmful content**, including material prohibited by law
- Evidence of the device being used to commit an offence or endanger others

A search **will not** be carried out without sufficient grounds, and will follow all safeguarding and privacy requirements.

Who May Conduct a Search

A search of a mobile phone may only be conducted by:

- The **Headteacher**, or
- A **member of staff authorised by the Headteacher** and must be witnessed by another authorised staff member where possible.

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

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.

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 in the school office.

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: 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. All mobile phones should be handed in at the start of the school day.
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.
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 pornography or other 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:

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

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

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:	

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.

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.

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.