Flying High Partnership




# Mobile Phone Policy

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| **Date Policy Written** | October 2026 |
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| **Signed (Headteacher)** | |
| **Signed (Chair of Governors)** | |

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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 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 children are present and 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-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0115 9732846 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
- Staff must not use their personal mobile phones to contact parents/carers. All communication should be made through the school office using school communication systems. In exceptional circumstances, where the use of a personal mobile phone is necessary and authorised, staff must ensure their personal telephone number is withheld.
- The Child and Family Support Worker, Linda Hibbert, is permitted to share her personal mobile telephone number with parents/carers where this is necessary to support effective communication and family engagement, in accordance with school safeguarding and professional boundaries.

### 4.5 Sanctions for staff

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

See the Trust staff disciplinary policy and procedure for more information

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

## 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 in the school office 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 wearable devices with communication, camera, video or recording capabilities are not permitted to be worn or used by pupils during the school day. This includes devices that can make or receive calls, send messages, take photographs or record audio or video.

Pupils may wear basic digital watches or fitness trackers that only tell the time, count steps or monitor physical activity, provided they do not have communication or recording capabilities.

Pupils should not bring prohibited smartwatches or similar devices into school. If a pupil is found wearing or using one of these devices, a member of staff will arrange for it to be stored securely in the school office, where it can be collected at the end of the school day.

### 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 Acceptable Use Agreement (Appendix 1).

### 5.4 Sanctions for children

The school operates a clear and consistent approach to mobile phones and smartwatches to ensure the safety, safeguarding and wellbeing of all pupils. Any breaches of this policy will be managed in line with the school's Behaviour Policy.

**Mobile Phones – Year 6 Pupils**

Year 6 pupils who walk to and from school independently may bring a mobile phone to school where this is necessary for their safety and communication with parents/carers.

- Mobile phones must be switched off and handed to the class teacher at the beginning of the school day.
- Phones will be stored securely in the school office and returned to pupils at the end of the school day.
- Pupils must not keep mobile phones in their possession or use them during the school day.

**Breaches of the Policy**

If a pupil is found in possession of a mobile phone or prohibited smartwatch during the school day:

- A member of staff will confiscate the device and arrange for it to be stored securely in the school office.
- Parents/carers will be informed and required to collect the device from the school office at the end of the school day.
- The incident will be addressed in line with the school's Behaviour Policy, with the pupil reminded of the expectations.
- Where a pupil repeatedly breaches the policy, the Headteacher may withdraw permission for the pupil to bring a mobile phone to school.
- Where a device has been used inappropriately, including taking photographs, recording, messaging or accessing unsuitable content, further sanctions may be applied at the Headteacher's discretion, in accordance with the school's Behaviour Policy.

**Searching and Safeguarding Concerns**

In accordance with the DfE's guidance on searching, screening and confiscation, authorised school staff may search a pupil for a mobile phone or similar device where there are reasonable grounds to suspect that the pupil has a prohibited device in their possession. Any

search will be conducted in accordance with statutory guidance and the school's Searching, Screening and Confiscation Policy.

Staff will not routinely search or access the contents of a pupil's mobile phone or smartwatch.

Where there are concerns that a device has been used to access, share or record inappropriate or harmful content, the matter will be referred immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

The school may contact parents/carers and request that they attend school to support access to the device where appropriate. However, where there are safeguarding concerns, the school will seek appropriate advice before any content is accessed, deleted or shared. Staff must not view, copy or forward suspected indecent images of children.

Where necessary, the school will follow its Safeguarding and Child Protection Policy and seek advice from relevant external agencies, including the police.

Any decision to restrict or withdraw permission for a pupil to bring a mobile phone to school will be made by the Headteacher, taking account of the circumstances, safeguarding considerations and the pupil's individual needs.

The school reserves the right to apply proportionate sanctions in line with its Behaviour Policy to maintain a safe learning environment for all pupils.

Certain types of conduct, bullying or harassment involving mobile phones or similar devices may constitute criminal offences. The school takes such behaviour extremely seriously and will involve the police or other relevant agencies where appropriate.

Such conduct includes, but is not limited to:

- Sharing nude or semi-nude images or videos, whether consensually or non-consensually (sometimes referred to as sexting).
- Upskirting or taking inappropriate photographs or recordings.
- Threats of violence, intimidation or assault.
- Bullying, harassment or abusive messages, calls or social media posts, including those targeting a person's ethnicity, religion, disability, sex or sexual orientation.

Staff are authorised to confiscate mobile phones and similar devices in accordance with sections 91 and 94 of the Education and Inspections Act 2006.
Any confiscated device will be stored securely in the school office and must be collected by a parent/carer at the end of the school day.

Repeated breaches of the policy, or serious misuse of a device, may result in the Headteacher withdrawing permission for a pupil to bring a mobile phone to school.
All sanctions will be proportionate and applied in accordance with the school's Behaviour Policy, taking account of the pupil's age, individual needs and circumstances.
Where harmful, inappropriate or potentially illegal content is suspected, staff must report concerns immediately to the Designated Safeguarding Lead (DSL). Staff must not independently investigate, or access suspected indecent images of children.

Safeguarding procedures will be followed in line with *Keeping Children Safe in Education*, the school's Safeguarding and Child Protection Policy and relevant statutory guidance. The DSL will determine whether involvement from parents/carers, children's social care or the police is appropriate.

## 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: Adapt this section as necessary

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.

A copy of this policy will be placed on the school website and a summary made available to all parents via Class Dojo.

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 the school office where they will be locked in the school safe.

Lost phones should be returned to the main office. The school will then attempt to contact the owner and store them securely in the school safe until the owner is located.

## 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

## Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

**Acceptable use agreement**

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.

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:
   - Email
   - Text/messaging app
   - 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.

## Appendix 2: Permission form allowing a pupil to bring their phone to school

Use this form if you don't normally allow pupils to bring their phones to school but are granting an exception.

It should be signed by parents/carers.

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

The school has agreed to allow _____to bring their mobile phone to school because they:

List the appropriate reasons here.

- 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:** | |

## 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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