



Mobile Phone Policy

Approved by: Full Governing Body

Date: September 2026

Review: September 2027

Signed: Chair: Mr. C Harris

Mobile Phone Policy

This policy has been developed with regard to the Department for Education's guidance *Mobile Phones in Schools* and should be read alongside the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy and Searching, Screening and Confiscation guidance.

The school is a mobile phone-free environment during the school day. Any mobile phone brought onto the school site must remain switched off and inaccessible to pupils unless an authorised exception has been agreed by the Headteacher.

We are committed to providing a caring, friendly and safe environment for all of our pupils and believe that modern technology in the form of mobile phones, when used appropriately, offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying.

Rules for the Acceptable Use of a Mobile Phone in School by Pupils

Pupils in Year 5 and Year 6 may bring a mobile phone to school where parents/carers consider this necessary for travel to and from school. Mobile phones must not be used at any point during the school day, including before registration, breaktimes, lunchtimes and movement around the school site.

- Mobile phones must be switched off before entering the school site.
- Mobile phones must be handed to the class teacher or designated member of staff at registration.
- Mobile phones handed in at registration will be stored securely in the classroom throughout the school day.
- Phones will be returned to pupils at the end of the school day unless confiscated due to a breach of this policy.
- While the school will take reasonable precautions, phones are brought to school at the owner's risk.

Exceptions

The school recognises that some pupils may require access to a mobile phone or smart device for medical, safeguarding or special educational needs reasons. Any such arrangements will be agreed individually with the Headteacher and recorded appropriately. Examples may include diabetes monitoring, healthcare plans or other exceptional circumstances.

Unacceptable Use – pupils

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy which will result in sanctions being taken. The school may apply sanctions in relation to incidents of cyberbullying or inappropriate online activity occurring outside school where there is a clear impact on the safety, wellbeing or education of pupils or staff.

- Photographing or filming in toilets, changing rooms and similar areas.
- Bullying, harassing or intimidating staff or pupils by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or hand over the phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use.

Unacceptable Use – Staff, Volunteers, Visitors and Parents

Staff, visitors and volunteers must not use personal mobile phones in areas where pupils are present except in emergencies or where authorised for school business. They must comply with the school's safeguarding, online safety and data protection procedures at all times.

- Personal cameras and mobile phone cameras must not be used to take pictures of children or information about children.
- Parents, who are accompanying children on a school trip, must be issued with a school camera to take photos as a record of the educational visit.
- Parents accompanying children on school trips should not use their own mobile cameras, tablets or wearable devices to take pictures of children.

Camera-Enabled Mobile Phones and Wearable Technology

Camera-enabled mobile phones have become increasingly common and contain built-in digital cameras that allow users to take high-resolution photographs and videos. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and/or teachers. Smart watches and other wearable devices with communication, internet access, image capture, audio recording or messaging functionality are subject to the same restrictions as mobile phones. Such devices must be switched off and must not be used during the school day unless authorised by the Headteacher for a specific medical or safeguarding reason.

Any images or recordings of pupils or staff obtained contrary to this policy must be reported immediately to the Designated Safeguarding Lead. The school will act in accordance with its safeguarding and data protection procedures, including consideration of whether external agencies should be informed.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy.

In addition:

- Pupils and parents should be aware that the school may confiscate mobile phones and other smart devices where there is a breach of this policy. Confiscation, searching and any examination of a device will be undertaken in accordance with current DfE guidance and the school's behaviour and safeguarding procedures.
- Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may result in a suspension.
- School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated:

- Where there are reasonable grounds to suspect that an electronic device contains prohibited material, evidence of criminal activity, or evidence of a breach of school rules, the Headteacher or authorised members of staff may search, examine, and where appropriate confiscate the device in accordance with the Department for Education's *Searching, Screening and Confiscation in Schools* guidance and relevant legislation. Searches will be conducted lawfully, proportionately, and with due regard for safeguarding, privacy, and data protection requirements. (DfE guidance: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>)
- The pupil will be informed that the phone can be collected by the parent / carer at the end of the school day from the Headteacher. If the pupil usually walks home by themselves, arrangements will be made for the parents to collect the phone before the end of the school day.
- The confiscation will be recorded in the school behaviour log for monitoring purposes.
- School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- School should consider whether an incident should be reported to the police. Advice can be sought from the Local Authority Children's Services and/or the police.

This statement of guidelines will be subject to regular review and updating to ensure that the personal safety of pupils and school staff is protected and that the learning environment is not disturbed by current or emerging technology.