

# Mobile Phone Policy

<b>Approved by:</b>	Governing body	<b>Date:</b>	June 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](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 children 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 8440100 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
- Use of apps which require two devices such as “plickers”

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. (Where this is impossible, e.g. whilst on a residential trip, contact should be made with the relevant member of SLT who will determine how best to contact the parent).

### 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

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

Pupils should hand their phone in through the main reception, before entering the building, and should collect their phone from the main reception after being dismissed.

Phones are **never** permitted to be used during the school day or on school property before and after the school day.

### 5.2 Smartwatches

The DfE's mobile phone guidance includes in the term 'mobile phones' **all devices with communications and smart technology that the school chooses to include in their policy.**

Smartwatches and similar devices with communication or recording capability are included within this policy and are subject to the same rules as mobile phones – **these should be left at home.**

If a smartwatch is brought into school in error, this should be handed in at the office.

Failure to follow these expectations could result in sanctions as detailed in this policy.

### 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

Where pupils fail to adhere to this policy, the school will operate under the following guidelines:

- Phones will be confiscated - staff are authorised to confiscate mobile phones under the Education and Inspections Act 2006 under [sections 91](#) and [94](#)
- Confiscated devices are stored securely and parents will be informed
- 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; or they have been given permission to do so
- 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

- Not taking photos of staff members unless they have been given permission to do so

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 summary is given to visitors
- A summary poster is displayed in entrance areas
- Staff will remind parents of the policy where this is breached
- Where there are repeated breaches, or there is a safeguarding concern, the parent/visitor may be asked to leave

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 school office in a secure location

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 pupils allowed to keep their phone with them 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:
  - 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

Beeston Fields Flying High Academy discourages pupils from bringing phones to school. Only pupils who have written permission from parents are permitted to bring their phone to school. We advise parents to only request permission for those pupils in Y5 and Y6 who walk to and from school without an adult.

1. Parents who sign this form are acknowledging that they have read the Mobile Phone Policy and agree to adhere to it.
2. The Policy applies to pupils during school hours, and on the school site Mobile phones are not permitted on school trips or residential trips.
3. If a parent needs to contact a pupil for any reason during the school day, this should be done via the school office and not via the child's mobile phone.
4. If pupils bring a mobile phone to school, *the phone should be switched off and must be handed in to the school office immediately on arrival.* After handing their phone in, pupils should enter the building through their usual door.
5. Pupils' mobile phones will be kept in labelled wallets in a secure location in the school office. They must remain here until the end of the day. Pupils should collect their phone after having been dismissed and are not permitted to use their phone on the school site.
6. If the school has reasonable grounds to believe a pupil has their phone on them, this will be confiscated to the school office and parents will be informed. This constitutes a breach of the behaviour policy, and sanctions may be given in line with the behaviour policy. If this rule is breached on repeated occasions, parents may be required to collect the phone.
7. Where a pupil uses their phone (or staff have reasonable grounds to believe this) for harmful or illegal activity this constitutes a serious breach of the Mobile phone policy and the behaviour policy, and sanctions will be given in line with this, as well as the school following safeguarding procedures in line with Keeping Children Safe in Education (2025)
8. The school cannot be held responsible for the security of a pupil's mobile phone



### **Beeston Fields Flying High Academy - Mobile Phone Permission Slip**

Name of Child \_\_\_\_\_ Class: \_\_\_\_\_

My child needs to bring a mobile phone to school as he/she walks to/from school without an adult.

I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately, and I may be responsible for collecting it from school.

Signature of Parent / Carer: \_\_\_\_\_ Date: \_\_\_\_\_

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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