

Mobile Phone Policy

The Flying High Academy Ladybrook

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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, whilst children are present and specifically 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 or classrooms when no children are present).

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.

A member of staff must inform the headteacher if a circumstance arises and 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 01623415790 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:

- 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 or our school mobile phone.

4.5 Work phones

Members of staff are provided with a mobile phone by the school for emergency contact on trips or residential.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls
- 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 at any point during the school day or whilst on the school site.

5.1 School approach

Phones handed in on arrival - Phones are **never** permitted to be used during the school day.

Pupils are reminded, as they enter the school site, that mobile phones must be put away until they reach the external building doors. On their way into the building, children are observed placing their phone in their class box by the adult on the door. Boxes are then placed in a year group safe for the remainder of the school day. Devices are then returned to pupils as they are dismissed from the playground.

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. Therefore, smartwatches and similar devices with communication, recording or camera capability are included within this policy and are subject to the same rules as mobile phones.

However, we recognise that some smart watches have wellness and health-related features and we do not wish to restrict our children from the benefits of this feature.

Features allowed	Features disallowed	Features disabled
• Step counting • Exercise tracking • Sleep tracking • Heart rate monitoring	• Voice recording features • Camera/Video	• Location tracking • Alarms and reminders • Communication features • Emergency SOS

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

Scenario: A pupil is suspected of having an undeclared mobile phone in school

- The class teacher will speak to the pupil privately to ask whether they have a mobile phone in their bag. The pupil will be reassured that if the phone has simply not been handed in, it can be handed in at this point with no further consequences.
- If the pupil states that they do not have a phone, the teacher will ask the pupil to show the contents of their bag to confirm this.
- If the pupil refuses, the teacher will explain, in an age-appropriate way, the safeguarding reasons for the school's mobile phone procedures. The pupil will not have unsupervised access to their bag during unstructured times (e.g. break or lunchtime). The pupil will be supported to remove any necessary items from their bag. This is in line with usual classroom practice.
- The class teacher or school office will contact parents/carers to confirm whether the pupil has brought a mobile phone to school.
- If parents/carers confirm that the pupil does have a phone, the pupil will be asked again to hand it in. If the pupil continues to refuse, the bag will be placed securely in the year group safe for the remainder of the day and returned to the pupil at dismissal.
- If parents/carers confirm that the pupil has not brought a phone to school, normal practice will resume. The pupil will be spoken to by the class teacher to explain why these safeguarding procedures were necessary.

Repeated incidents

Where a pupil repeatedly fails to hand in a mobile phone, the school may confiscate the device in line with sections 91 and 94 of the Education and Inspections Act 2006.

- Confiscated devices will be stored securely in the school office.
- Parents/carers will be required to collect the device.

- Where there are concerns about a pupil's safe journey home without a phone, the pupil may remain supervised on site (e.g. in The Brook) until collected by a parent/carer.

Scenario: A pupil is suspected to have a mobile phone that contains inappropriate content, or has been used to commit an offence or cause harm to another person

- The member of staff will inform a senior leader and/or the Designated Safeguarding Lead (DSL) or deputy immediately.
- The pupil will be spoken to in a calm and supportive manner. The concern will be explained in an age-appropriate way, and the pupil will be asked to hand over the device.
- Where appropriate, the device will be confiscated and stored securely in the school office. The pupil will remain supervised.
- As this is a primary setting, the school's usual practice is not to search a pupil's device. Instead, parents/carers will be contacted and asked to attend school to collect the device.
- When collecting the device, parents/carers will be asked to view the contents of the device in the presence of the DSL (or deputy DSL). The DSL will support in identifying any safeguarding concerns and will take appropriate action in line with safeguarding procedures.
- The DSL (or deputy) will then determine next steps, which may include:
 - further monitoring or support within school
 - contacting external agencies
 - referral to children's social care
 - contacting the police where a criminal offence may have occurred

Exceptions to usual practice

- In line with DfE guidance, the headteacher (or an authorised member of staff) retains the power to search a device where there are reasonable grounds to suspect that it contains material that could place a child or others at risk, or where an offence may have been committed.
- Where there is a concern that involving the parent/carer may place the child at further risk, or where immediate action is required to safeguard a child or others:

- the headteacher, with another DSL present, may authorise a search of the device
- any search will be carried out sensitively and only to the extent necessary
- If, at any point, there is suspicion that the device contains indecent images of a child:
 - staff will not intentionally view the image
 - the device will be secured immediately
 - the matter will be referred to the DSL without delay
 - the device may be passed to the police as soon as reasonably practicable

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

In each case, the sanction given must be reasonable and proportionate. We 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](#)

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 performance), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent and strictly when they include other children
- 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. These rules will also be present on presentation slides at events.

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 safe during the school day and safe boxes as the children enter school.
- Should a phone be confiscated, schools are responsible for the devices and therefore are kept in the school office safe for extra security.

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 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:

- I will only bring a mobile phone to school if I have permission to do so.
- I understand that only pupils in Years 5 and 6 are allowed to bring phones to school (unless an exception has been agreed).
- As soon as I arrive at school, I will hand my phone to a member of staff and place it in the class phone box.
- My phone must be switched off before I enter the school site.
- I will not keep my phone in my bag or on my person during the school day.
- I will not use my phone at any time during the school day or while on the school site.
- I will follow staff instructions about handing in my phone and collecting it at the end of the day.
- I understand that my phone will not be taken on school trips and is not allowed on residential visits.
- I understand that if I do not follow these rules, my phone may be confiscated, and my parent/carers may need to collect it from the school office.
- I understand that permission to bring a phone to school can be withdrawn at any time.

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 the above pupil to bring their mobile phone to school because they:

- Are in Year 5 or Year 6
- 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 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

- Mobile phones must be kept on silent/vibrate at all times while on the school site.
- Mobile phones must not be used where pupils are present. If you need to use your phone, please go to the staff room or reception area.
- Photographs, videos or audio recordings of pupils or staff must not be taken, unless this is of your own child at a public event and in line with school guidance.
- Mobile phones must not be used in lessons or when working with pupils.
- Visitors must follow all instructions from staff regarding mobile phone use.

These expectations are in place to support safeguarding, privacy and the wellbeing of all pupils.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen while on the school site.

A full copy of the school's mobile phone policy is available from the school office.

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