



Mobile Phone Policy

Created or reviewed:	July 2026
Version:	1.0
Review date:	July 2027

Contents

1. Introduction and aims	2
2. Relevant guidance	2
3. Roles and responsibilities	2
4. Use of mobile phones by staff.....	2
5. Use of mobile phones by pupils	4
7. Loss, theft or damage	7
8. Monitoring and review	8
9. Appendix 1a: Permission form given to the parent/carer once it has been agreed that a child can access their phone in school due to exceptional circumstances.....	10
10. Appendix 1b: Code of Conduct & Acceptable Use Agreement (child-friendly) for pupils who have been given permission to access their phones in school due to exceptional circumstances.....	11
11. Appendix 2: Template mobile phone information slip for visitors	10

1. Introduction and aims

At the ONE Trust, our Mobile Phone Policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar 'smart' devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 Trust Board and Head Teacher are responsible for monitoring the policy and reviewing it annually, 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.

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 during the school day, 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 is 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

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 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT, CoPilot and Google Gemini).

For further information, please refer to the

- Data Protection Policy
- Staff ICT Acceptable Use Policy
- Safe Use of AI Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils 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 using the school mobile phone.

4.5 Sanctions

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

See the school's staff Disciplinary Policy for more information.

5. Use of mobile phones by pupils

Pupils in Years 5 and 6 can bring phones to school in these circumstances (see section 5.2 Special Circumstances for further information):

- Specific medical conditions (example: monitoring diabetes using an app)
- Pupils who walk/travel to and from school by themselves
- When parents are separated and the child stays at both homes throughout the week
- When there is a documented safeguarding or medical reason
- When supervised by a member of staff in case of emergency (for example a parent who is running late at the end of the day and needs to speak to their child)

Pupil phones must not be seen on the yard at any time before, during or after school. Pupils must not use their mobile phones during the school day, unless explicitly authorised by a member of staff (for example, for a specific medical reason). This includes:

- during lessons
- in the time between lessons
- at breaktimes
- at lunchtimes

Pupils will hand in their mobile phones, which are clearly labelled and switched off, to a designated member of the school staff at the start of the day and the phones will be stored securely in a locked cupboard until the end of the day. Pupils with a medical condition will be supported by staff to appropriately access their phone when needed throughout the day. This arrangement will be agreed as part of the Acceptable Use Agreement as discussed in section 5.2).

To ensure they understand the decision to prohibit the use of mobile phones throughout the school day, pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches (watches with smart technology) by pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

Pupils must not wear or bring smartwatches to school. These devices must be left at home.

5.2 Exceptions for mobile phone use by pupils in special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances.

- Specific medical conditions (example: Monitoring diabetes using an app)

Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact their child's class teacher who will ensure the request is shared with the Senior Leaders in school.

Any pupil who is given permission must then adhere to the school's Code of Conduct and Acceptable Use Agreement for mobile phone use (see Appendix 1). The pupil and their parent must sign the Agreement.

5.3 Sanctions

Pupils who do not follow this policy will be subject to the following sanctions:

- The mobile phone or smartwatch will be confiscated. Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006.
- The parent/carer will receive a phone call about the confiscation of the phone and arrangements will be made for the parent/carer to collect the mobile phone from a member of the SLT.
- Headteachers can confiscate phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#).
- Pupils who repeatedly disregard this policy will face further sanctions, which may include a ban from bringing their phone to school.

5.4 Searching Mobile Phones

Staff in schools have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#).

The DfE guidance allows school staff to search a pupil's phone if there is a good reason to do so (such as having a reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

If inappropriate behaviour is suspected, the phone will be confiscated, and the parent/carer will be contacted before the phone is searched. If the phone search is taking place due to a safeguarding concern, advice will be sought from the school's safeguarding consultant and/or the police before the search takes place and the parent/carer is contacted.

If the search reveals harmful content, sanctions will be decided based on the specific incident and will be discussed in full with the parents/carers.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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 using phones inside the building, unless it is at a school event and they have signed the appropriate agreement
- Not using Facetime or other video calling services while on the school site
- Not taking pictures or recordings of pupils, unless it is at a school event and they have signed the appropriate agreement
- Using any photographs or recordings taken at school events for personal use only, and not posting on social media
- Not using phones in lessons, when working with pupils or while children are present

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 adhere to this policy at all times and heed these bullet points which are specific to this situation:

- Must not use their phone to make contact with other parents/carers and instead speak to the school adult in charge of the trip/visit if they have any concerns
- 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 any sanctions must come from a member of staff, as parents/volunteers 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

Pupils bringing mobile phones to school must ensure that on entering the building their phones are appropriately labelled and switched off; ready to be stored away securely when not in use during the school day.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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.

A copy of this policy will be shared with all parents/carers at the start of each academic year and will be available at all times on the ONE Trust website (follow the link from the individual school websites). Pupils and parents/carers will be made aware of the disclaimer above in the Home-School Agreement and the Pupil Acceptable Use Agreement.

This policy will be shared with pupils in an age-appropriate way at the start of each academic year and as part of their learning about the risks that are associated with the use of mobile phones, both in school and more broadly. The school will ensure that pupils understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

Confiscated phones will be stored in a secure location/locked cabinet until they are collected by the pupil's parent/carer at a time arranged in a phone call with a member of the Senior Leadership Team. In this circumstance, the school is responsible for the phone until it is collected by the parent/carer.

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

If there are any concerns regarding this policy, these should be brought to the attention of Lee Comstock, Governance Professional, info@onetrustacademies.org.uk.

This policy will be reviewed at least **annually** by the Trust Board.

Version Number	Purpose / Change	Author	Date
0.1	Created for MAT following updated DfE guidance	Julie Stuart	July 2026
Review update			July 2027

Signed by:

Chair of Trustee Board	Helen Richardson	
-------------------------------	------------------	--

Appendix 1a: Permission form allowing a pupil to bring their phone to school

To request such permission, parents/carers should contact their child's class teacher who will ensure the request is received by the Senior Leaders in school. If the request is approved, parents/carers and pupils will be asked to sign a copy of this form.

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:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- > Travel to and from school alone
- > 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 [code of conduct / 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 1b: Child-friendly **Code of Conduct and Acceptable Use Agreement** for pupils who are allowed to access their phones in school due to exceptional circumstances. Pupils agree to this Code of Conduct after the parent/carer has received the approval form (Appendix 2a). The parent/carer and a school adult must review this agreement with the child to ensure they understand that their phone is being allowed in school due to specific special circumstances and that this Code of Conduct must be followed at all times.

[Pupil Code of Conduct and Acceptable Use Agreement]

Schools can adapt this agreement to reflect their school's approach. This is a child friendly version.

Our School Promise

We all want our school to be a safe, happy place where everyone can learn, play and be kind to one another. If you bring a mobile phone to school, you must follow these rules:

My Mobile Phone and Smartwatch Rules

- ✓ **1. I will not use my phone during the school day.** This includes lessons, moving between lessons, playtimes and lunchtime, unless a teacher gives me permission.
- ✓ **2. I will make sure my phone is switched off.** It should be turned off completely, not just on silent mode.
- ✓ **3. I will not use a phone in toilets or changing areas.** This helps to keep everyone safe and respects people's privacy.
- ✓ **4. I will not take photos, videos or sound recordings of anyone at school.** This includes children and adults.
- ✓ **5. I will keep personal information private.** I will not share my phone number or contact details with people I do not know, and I will not share someone else's information without their permission.
- ✓ **6. I will keep my passwords secret.** I will not tell anyone my passwords, PINs or access codes.
- ✓ **7. I will always use technology kindly.** I will never use my phone, messages, apps or social media to:
 - bully others
 - be unkind
 - upset someone
 - leave people out

- make people feel scared or uncomfortable

✓ **8. I will not send, receive or share anything that could harm me or someone else.** If I receive something upsetting or worrying, I will tell a trusted adult straight away.

✓ **9. I will be kind online and offline.** School rules about kindness and respect apply wherever I am, including when I am using my phone at home.

✓ **10. I will use polite and respectful language.** I will not use rude, offensive or hurtful words in messages, online games or on social media.

✓ **11. I will not look at or share anything inappropriate.** If I see something that worries me, I will tell a trusted adult.

✓ **12. I will follow instructions from school staff.** If an adult asks me to switch off my phone or hand it over, I will do so straight away.

✓ **13. I will not take a phone into a test or assessment.** If I have brought a phone to school, I will hand it in or store it safely before any test or assessment.

Further Information:

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.

Remember:

Phones Off, Learning On!

By following these rules, we can:

- stay focused on learning
- keep everyone safe
- be kind and respectful
- enjoy spending time together without distractions

1.1 Pupil Agreement

I have read these rules and understand how to use mobile phones and technology safely and responsibly at school.

Pupil Name: _____

Class: _____

Signature: _____ **Date:** _____

Appendix 2: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 6 of this policy.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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 [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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

Our school is a mobile phone-free environment.

- 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 [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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

Our school is a mobile phone-free environment.

- 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 [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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.

