



Trust Mobile Phone Policy

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1. PURPOSE

This policy sets out the school's approach to prohibiting the use of mobile phones and smart devices during the school day. The aim is to promote a calm, safe and focused learning environment, reduce distractions, safeguard pupils, and align with Department for Education (DfE) expectations for mobile-phone-free schools.

This policy supports the school's:

- Behaviour Policy
- Safeguarding/Child Protection Policy
- Online Safety Policy
- Acceptable Use Agreements

2. SCOPE

This policy applies to all pupils, all staff, visitors, and all devices with mobile or smart-technology capability, including:

- Mobile phones
- Smart watches / wearables
- Devices capable of messaging, recording, photographing or notifying
- Any device capable of connecting to a mobile network or app-based communication

3. POLICY STATEMENT

The school is a mobile-phone-free environment for pupils.

Pupils must not use or access mobile phones or smart devices:

- anywhere on the school site
- during lessons
- during transitions
- at breaktime or lunchtime
- during wrap-around provision on the school premises

The default position is "no access throughout the school day" unless a documented exception applies (SEND, medical, safeguarding)

4. BRINGING PHONES TO SCHOOL

Pupils should not bring mobile phones to school unless essential for safety when travelling.

Where a phone must be brought to school:

- It must be switched off before entering school premises
- It must be handed in to staff at the start of the day
- It will be stored securely and returned at the end of the day

Phones must not be kept in bags, coats or pockets.

5. EXCEPTIONAL CIRCUMSTANCES (SEND, MEDICAL, SAFEGUARDING, YOUNG CARERS)

The school will make **reasonable adjustments** for pupils who require controlled access to a phone, such as:

- SEND-related needs
- Disability, where phone-based regulation or communication is necessary
- Medical conditions requiring app-linked monitoring (e.g., diabetes blood glucose monitoring)
- Young carers needing communication with home
- Safeguarding circumstances agreed with the DSL

Access will be:

- supervised,
- for a specific purpose,
- in a specific location (e.g., With class teacher).

These pupils are not exempt from all rules — access is controlled and purpose-specific.

6. CONFISCATION AND SANCTIONS

If a pupil uses or accesses a device in breach of this policy, staff may confiscate the device.

Confiscation:

- is lawful when proportionate
- is protected in law when staff act reasonably
- will follow DfE *Behaviour in Schools and Searching, Screening and Confiscation* guidance
- may require parents to collect the device from school

Sanctions may include:

- reminder/warning
- detention (age-appropriate)
- meeting with parent
- loss of privileges
- behaviour plan adjustments

Confiscation may be extended for repeated misuse where proportionate.

If misuse indicates a safeguarding concern, staff will inform the DSL immediately

7. SEARCHING AND SCREENING

Mobile phones and smart devices are identified as items that may be searched for under the school's Searching, Screening and Confiscation procedures.

Staff may search a pupil when:

- there are reasonable grounds to suspect the pupil has a phone
- a breach of this policy has occurred
- there is a safeguarding concern linked to the device

Searches will be conducted respectfully, by authorised staff, in line with DfE guidance.

8. STAFF USE OF MOBILE PHONES

To uphold the policy and model expectations, staff must:

- not use personal mobile phones in view of pupils
- only use mobile devices for legitimate work purposes (e.g., MFA login, behaviour logging, Seesaw/ClassDojo messaging, emergency cases)
- never use personal devices to take photos, videos or messages involving pupils

9. COMMUNICATION WITH PUPILS DURING THE SCHOOL DAY

Parents must contact pupils via the school office, not through personal devices.

The school will ensure:

- timely message passing
- emergency contact access
- clarity for parents about expectations

This reinforces the mobile-free school culture.

10. EDUCATIONAL VISITS AND OFF-SITE ACTIVITY

For trips:

- The default rule is no pupil mobile phones
- A risk assessment may allow supervised access in specific situations
- Staff devices may be used for emergency communication according to the Educational Visits Policy

11. MONITORING AND REVIEW

The Trust will monitor compliance with this policy through:

- behaviour data
- safeguarding reports
- confiscation logs
- pupil and parent feedback

Review frequency: annually, or sooner if DfE guidance updates.

12. LINKED POLICIES

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Online Safety Policy
- Acceptable Use Agreements
- Searching, Screening and Confiscation Policy
- Equalities & SEND Policy
- Medical Needs Policy