

MOBILE PHONE POLICY

Learning Academies Trust

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CHANGES

Policy date	Summary of change	Author	Version	Review date
01/06/2025	Policy has been created.	Luke Pollard, IT Operations Manager	1.0	01/06/2026

1. AIMS

At Learning Academies Trust we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support our 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. RELEVANT GUIDANCE

This policy meets the requirements of the Department for Education's non-statutory [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

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 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, while children are present. Use of personal mobile phones must be restricted to areas of the school where pupils are not present (such as the staffroom) or in designated areas marked by approved phone area signage.

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

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 artificial intelligence (AI) tools. Please refer to the Trust's acceptable use policy, data protection policy, and AI policy for further guidance.

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 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 3CX mobile app signed in with a school approved account.

Note: The 3CX app will allow personal phones to access a school issued telephone extension whereby staff can make calls displaying the school's office number instead of their personal number.

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.
- Ensure that work issued phones are charged and ready to receive communication during contracted hours and on-call periods.
- Not forward calls to an external personal mobile phone.

4.6. Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the Trust's disciplinary policy for more information.

5. USE OF MOBILE PHONES BY PUPILS

- Pupils are not permitted to bring personal mobile or smart technology devices onto the school premises. Exceptions may be authorised by the Headteacher in extenuating circumstances, but devices must be turned off and handed into the school office upon arrival, where they will be securely stored. Pupils can collect their devices at the end of the school day.
- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology and will be made aware of behaviour expectations and consequences for policy breaches.

- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use the school office phone.
- Parents are required to contact their child via the school office who will pass a message on to the child.
- If a pupil requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be agreed with the Headteacher prior to use being permitted and will be used under the supervision of an adult.
 - Any arrangements regarding access to personal mobile or smart technology devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where pupils' personal mobile or smart technology devices are used when learning at home, this will be in accordance with our acceptable use policy.

6. SEARCHING, SCREENING AND CONFISCATION OF ELECTRONIC DEVICES

Children should not have any personal mobile or smart technology devices in school, unless in extenuating circumstances agreed by the Headteacher, however if they have brought them into school, this section applies.

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding pupils' use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti bullying, child protection, online safety and behaviour.
- Staff may confiscate a pupils' personal mobile or smart technology device if they believe it is being used to contravene our child protection or behaviour policy.
- Personal mobile or smart technology devices that have been confiscated will be held in a secure place (the school office) and released to parents/carers at the end of the day.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a pupil's personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our behaviour policy and the DfE ['Searching, Screening and Confiscation'](#) guidance.
- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.

- The Designated Safeguarding Lead will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour policy.
- The Designated Safeguarding Lead will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our behaviour policy and the DfE '[Searching, Screening and Confiscation](#)' guidance, the Headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so:
 - In determining whether there is a 'good reason' to examine images, data or files, the Executive Headteacher/Headteacher/DSL or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
 - In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
 - If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the Executive headteacher, Headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

7. USE OF MOBILE PHONES BY PARENTS/CARERS, VOLUNTEERS AND VISITORS

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy if they are on the school site during the school day. This means:

- Not taking pictures or recordings of pupils, unless it's of their own child at a public event (such as a school fair or play) and the school has permitted the use of photo or video recording.
- Photographs or recordings are for personal use only and must not be published on social media without consent.
- 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.

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.

8. LOSS, THEFT OR DAMAGE

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

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.

Confiscated phones will be stored in the school office in a locked cabinet.

Lost phones should be returned to the school office. The school will then attempt to contact the owner to return the device.

9. MONITORING AND REVIEW

The Trust is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the Trust 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

Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

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') when not in use.
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.
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.
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.

Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carers name:	

The school has agreed to allow the pupil named above to bring their mobile phone to school because they:

- ☐ 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
- ☐ Other, please specify: _____

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.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carers signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	