



LEIGHSWOOD SCHOOL

Mobile phone policy

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1. Introduction and aims

At Leighswood School, 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 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
- 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 and similar devices including tablets and smart watches.

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

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 Executive Headteacher/Headteacher is responsible for monitoring the policy every 3 years, 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.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, visitors, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, in areas where children are, or could be present during the school day. This includes halls, corridors, outside areas and classrooms.

Use of personal mobile phones is restricted to non-contact time, or to areas of the school where pupils are not present such as the staffroom or offices.

There may be exceptional 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

However, this must be agreed with the Executive Headteacher/Headteacher.

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. Co-Pilot).

Please see the school's GDPR Policies for further information

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.

See Acceptable Use Policy

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.

See Acceptable Use Policy

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

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 always appropriate and professional, 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 school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

At Leighswood School, pupils **must not** have a mobile phone either with them or in a bag or coat at any time during the school day

5.1 Exceptional Circumstances during the school day

In rare and exceptional circumstances where:

- The device is required to monitor the health of a child (e.g. a child with a diagnosis of Type 1 diabetes requires a smart device to monitor their insulin levels).
- it has been demonstrated that the device is necessary by a medical professional
- the agreement of the Executive Headteacher/Headteacher in advance has been given.

The child will be able to have the device with them under the close supervision of school staff.

In these circumstances the device can only be used for the agreed use and must not be used for any other purpose including taking/ receiving calls, taking or receiving messages, taking photographs, video or audio footage or accessing online content.

5.2 Circumstances where a child may have a mobile phone in school

In some circumstances, e.g. a Year 6 children who has the authority from the school to go home alone in the summer term or for children formally identified as young carers, they may be allowed to bring a mobile phone into school with the authorisation of the Executive Headteacher/Headteacher.

Authorisation is dependent upon:

- parents/carers completing the agreement (See appendix 2) with an acceptable reason
- The agreement that the device must be handed in at the school office at the start of the day and collected from the school office at the end of the day.
- The agreement that the device will not be used on the school site before the school day starts or the school day for any purpose except to make or receive calls where there is a legitimate reason e.g. to call a parent to arrange collection. (The use of the phone to take photographs or record audio or visual footage is in breach of the policy and will lead to a actions outlined below.)

5.1 Use of smartwatches by pupils

The DfE's [non-statutory 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 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 smart watches have wellness and health-related features.

Therefore, this policy applies to children wearing a smart watch.

5.3 Consequences for not adhering to this policy

The Relationships and Behaviour outlines that mobile phones are banned items and, as such, the school has the power to search for and confiscate them where they are in school without prior authorisation from the Executive Headteacher/Headteacher. (Schools are permitted to search for banned items under [DfE's guidance on searching, screening and confiscation](#) and can confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

If a mobile phone is brought into school without authorisation, or if a child who has permission to bring a phone to school is not using it in line with this policy, the phone will be confiscated in the first instance. Parents will then be contacted to collect the device from the school office at the end of the school day.

If further incidents occur—either where a phone is brought into school without authorisation, or where a permitted device is again not used in accordance with this policy—the school will:

- Confiscate the phone.
- Require parents to meet with a member of the Senior Leadership Team before the phone is returned.
- Consider whether the phone should be kept for more than one day in cases where the policy has been repeatedly breached. Any decision to extend the confiscation period will be made by the Executive Headteacher/Headteacher and must be reasonable, proportionate, and consistent with the school's Relationship and Behaviour Policy and be for no more than 6 weeks.

In each case, the consequence applied must be reasonable and proportionate. The school 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](#)

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 based on someone's ethnicity, religious beliefs or sexual orientation

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

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
- 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 using phones in areas that children can access e.g. halls, corridors and the outdoor space.

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 contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil
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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. Where a child is authorised to have a mobile phone in school, they must not try to contact their child during the school day.

7. Loss, theft or damage

Pupils who are authorised to bring a mobile phone into school must ensure it is handed into the school office at the start of the day. The phones will be placed in a labelled, clear plastic wallet provided by the school and then stored in a locked cabinet/drawer until the end of the 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 belonging to staff, visitors or pupils 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 in the school safe until they are collected. However, the school accepts no responsibility for these mobile phones if they are lost, damaged or stolen.

Lost phones should be reported to the school office and the school will take reasonable steps to facilitate their return however, they remain the responsibility of 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 consider:

- 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 [The Executive Headteacher/Headteacher in a timely manner.

9. Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances



Code of conduct/acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You **must** hand your phone into the school office as soon as you arrive on site. You may **not** have your phone with you or in your bag or coat.
2. Phones must be switched off when they are handed in (not just put on 'silent').
3. You may **not** use your mobile phone on the school grounds before the school day starts. (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. Don't share 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 either on the way to or from school 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. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share harmful content.
11. 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.

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



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PUPIL DETAILS

Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

I am requesting permission for my child to bring a mobile phone to school for the following reason(s). I understand this decision to allow my child to bring a mobile phone to school is at the discretion of the Executive Headteacher/Headteacher and is subject to the conditions outlined in the Mobile Phone Policy and Code of Conduct and Acceptable Use agreement for the use of Mobile Phones.

Please tick the reason(s) you feel are appropriate

- They are in Year 6, and it has been agreed that they will travel to and from school alone
- They are a young carer and need the phone for emergency contact
- other reason – please state _____

Pupils who bring a mobile phone to school **must:**

- abide by the school's policy on the use of mobile phones outlined in this policy
- abide by the school's Code of Conduct for the use of Mobile Phones

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

Parent/carer signature: _____ date _____

FOR SCHOOL USE ONLY

Authorised by:	
Date:	

Appendix 3: 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, or could be present including corridors, halls, outside spaces or classrooms. If you must use your phone, you may go to the staffroom or the office of a member of the Senior Leadership team
- 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.