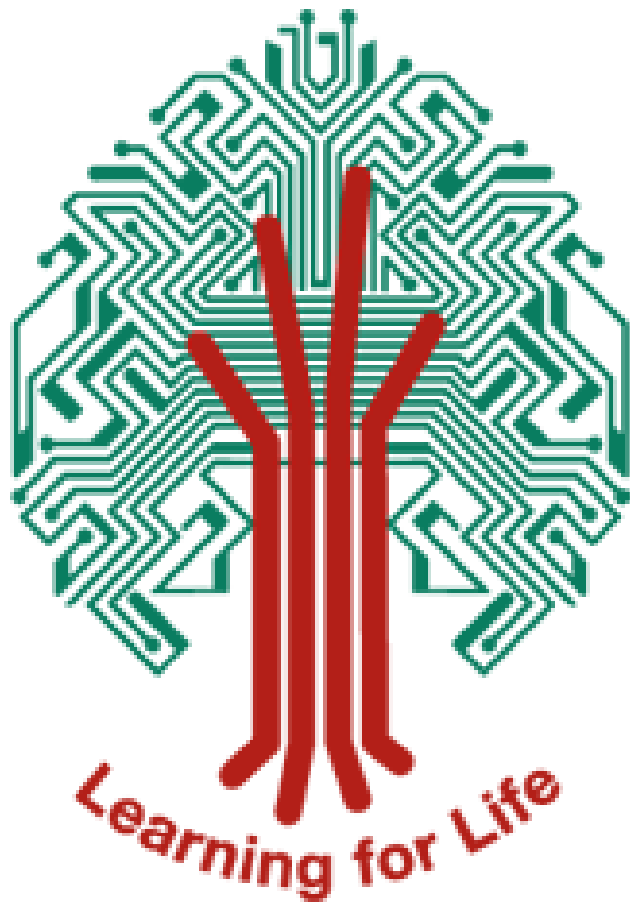




Mobile Phone Policy

Reference this policy is aligned with The Key	July 26
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	n/a
Next Review Due	October 27
Agreed with Teacher Trade Unions and Professional Associations	n/a

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1. Introduction and aims

At Welland Park Academy, our 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 students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and safeguarding and positive 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 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 Principal is responsible for monitoring the policy and reviewing it every three years, and holding staff and students 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 during contact time. Except for the express use of accessing the school Management Information System - SIMs for registers, student contact details etc.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom).

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 01858 464 795 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 and Google Gemini). Please refer to the schools Acceptable User Policy for ICT and the school AI policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps for school purposes – we recognise in a small community staff might be friends with parents/carers. The Principal or DSL will need to be made aware of any close connections.

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

Staff should not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this should be done using school equipment. If a personal mobile phone is used, the contents must be removed immediately after being used by the school, this would include deleted folders.

Staff will require access to the internet for school MIS and Safeguarding systems like CPOMS, especially when away from school.

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 students for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- 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 students, their work, or anything else that could identify a student where possible
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. Where this is not possible, staff will withhold their number when calling

4.5 Authorised use of personal devices by nominated staff

The Principal may, at their discretion, authorise specific members of staff to use their personal mobile phone for defined work-related purposes during the school day. This may include, but is not limited to, accessing school email, communicating with contractors or external agencies, and supporting operational management where access to a school device is not practical.

Any such authorisation will be agreed in advance, be role-specific, and may be withdrawn at any time. Staff must ensure that:

- Use is proportionate, appropriate, and limited to the agreed purpose
- No personal data or confidential information is stored on, or retained within, personal devices
- Communication remains professional and, where required, is recorded or transferred to official school systems
- All use complies with the school's data protection, safeguarding, and acceptable use policies

The use of personal devices under this provision does not override expectations set out elsewhere in this policy, including restrictions on photography, contact with students/parents, and use in student-facing spaces unless operationally necessary.

[Request usage of mobile phone in academy working hours – Fill in form](#)

4.6 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes, and when out on trips.

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 school 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

4.7 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 students

Students must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Students are reminded of this rule constantly and it is clear to parents and carers. Students are permitted to carry their mobile phone on them on the understanding that they are not to be used or seen at any point during the day on our premises. If a phone is seen, it will be confiscated immediately and this will become a behaviour issue followed up by sanctions and impositions.

Some students will be exempt from this, however this will be for specific medical needs (hearing aid control, continuous glucose monitoring systems etc.) and these students will be issued with a pass specifically explaining this.

Students are permitted to take and use their mobile phones whilst on residential trips under the express permission of the trip leader. Should any misuse occur whilst on the trip, students phones will be confiscated and returned at set times for parental contact.

Students will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they 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. Students will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by students

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.

Smartwatches are banned in school and should not be worn by students. If they are found, they will be confiscated in line with the same approach as mobile phones.

5.2 Exceptions for special circumstances

Some students will be permitted to possess, or use, a mobile phone/smart device in school

For instance:

- Students with diabetes who use their phones to monitor their blood glucose levels
- Students who have specific medical needs that require the use of mobile phones to control their devices.

The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, students or parents/carers should contact the school Lead First Aider via reception.

Any students who are given permission must then adhere to the school's [code of conduct / acceptable use agreement] for mobile phone use (see appendix 1).

5.3 Sanctions

Student found to be in breach of this policy:

- Any mobile phone(s) will be confiscated (Schools are permitted to confiscate phones from students under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- If they are confiscated, they will be returned to the student at the end of the day and a sanction will be applied in line with the Positive Behaviour Policy.
- For repeated confiscations other sanctions may be applied, including digital device agreements and parents will need to come and collect. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))

Staff have the power to search students' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a student's phone if there is a good reason to do so (such as having 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). Should anything be found this will be dealt with as a safeguarding matter and the school will follow all relevant safeguarding procedures.

In each case, the sanction given 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 (SEN), disability)

- The student'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 or self generated imagery (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 taking pictures or recordings of students, 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, when working with students 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 not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else that could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students 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

Students bringing mobile phones to school must ensure that their phones are switched off, ready to be stored away securely on their person, bag or own locker when not in use during the school day.

Students 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 students are travelling to and from school.

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

Lost phones should be returned to the school reception. 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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- 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 Principal in a timely manner.

This policy will be reviewed **annually** by the Principal. Any changes to this policy will be communicated to all staff and other relevant stakeholders. The next scheduled review date for this policy is **October 2027**.

9. Appendix 1: Code of Conduct for students allowed to bring their phones to school due to exceptional circumstances

Student Code of conduct

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

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students.
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 or otherwise to act in breach of the school's positive behaviour policy. This includes bullying, harassing or intimidating students 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 a criminal offence. For instance, by 'sexting' or self-generated imagery.
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.

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

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [student 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

Students 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 student does not abide by the policy.

Parent/carer signature: _____

Student signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: 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 students are present. If you must use your phone, you may go to the nearest office
- Do not use your phone in lessons, when working with students 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.

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