



Mobile Phone Policy

The Flitch Green Academy

Updated: September 2026

**Agreed by the Governing Body: 17 September
2026**

To be reviewed: May 2027

Contents

1. Introduction and aims	2
2. Relevant guidance	2
3. Roles and responsibilities	2
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils	4
7. Loss, theft or damage	5
8. Monitoring and review	6
9. Appendix 1: Permission form allowing a pupil to bring their phone to school	7
10. Appendix 2: Template mobile phone information slip for visitors	8

1. Introduction and aims

At Flitch Green Academy 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:
 - Anti-bullying Policy
 - Behaviour Management Policy
 - Child Protection Policy

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.

2. Relevant guidance

This policy meets the requirements of the Department for Education's 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 principal is responsible for monitoring the policy every year, 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.

3.2 Governors

Governors are responsible for the approval of the Mobile Phone Policy and for reviewing the effectiveness of the policy on an annual basis.

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 non-contact time, and to areas of the school where pupils are not present (such as the staffroom). During contact time phones must be switched to silent and kept out of sight.

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 principal 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 01371 822330 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 Bard).

Full details of our Privacy Notice and further guidance documents can be found on our website.

4.3 Safeguarding

Staff must not give their personal contact details to 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

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.

4.6 Staff use of smartwatches and other wearable devices

Staff must not use wearable devices with communication, recording or camera functions (for example: calls, messaging, audio/video recording, screenshots or image capture) while working with pupils. Non-smart watches that only tell the time are permitted. Staff must ensure any wearable device is set to silent and that communications are not accessed during contact time. Staff must not use wearable devices to take photographs or recordings of pupils or to process personal data. Any necessary use of a wearable device for health or safeguarding reasons must be approved in advance by the principal and recorded on the staff file. Breaches may lead to disciplinary action in line with 4.5 Sanctions.

5. Use of mobile phones by pupils

Fritch Green Academy is a mobile phone-free environment whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.

Pupils, by permission of the Principal, can bring mobile phones onto the school site where it is seen by the school and parents as a safety/precautionary use e.g. pupils travelling to and from school by themselves.

Pupils should not have access to their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Mobile phones must be switched off by pupils before entering the school site (typically through the gate). They will then be handed to their class teacher upon entry into the classroom and the class teacher will lock them away in a suitable drawer or cupboard in the classroom which cannot be accessed by any pupil. The class teacher will hand them back at the end of the day (3.15pm). Pupils can only turn mobile phones back on after they exit the school site.

Any pupils who are given permission must then adhere to the school's rules of surrendering the phone to an adult on arrival. Parents will need to complete the consent form (appendix 2). Permission can be revoked by the Principal if the pupil breaches the policy.

5.1 Use of smartwatches by pupils

The DfE's [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 (ie wearable devices with communication, recording or camera functions (for example: calls, messaging, audio/video recording, screenshots or image capture)). Some smart watches have wellness and health-related features.

Pupils will not be allowed to wear smartwatches within school due the increased safeguarding concern around concealed devices being used within school.

5.2 Exceptions for special circumstances

Pupils with a medical need who use their phones to track medical data can use mobile phones for medical needs only and the use of the mobile device will be in accordance with their medical management protocol.

5.3 Sanctions

Please note that any breach of the policy will result in the pupils' phone or smartwatch being confiscated and parents' being notified. Refusing to surrender a device is a behaviour incident dealt with under the behaviour policy. Repeat breaches may involve parent meeting and staged sanctions.

Staff 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 staff to search a pupil'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.). This will involve DSL / DDSL if the device is suspected to contain safeguarding evidence and confirming the school will preserve data for investigations and will follow GDPR/DfE guidance when handling images.

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

Confiscated devices will be taken immediately to the school office and stored securely in the locked cupboard. A record will be kept on the pupil's file recording the pupil's name, date/time, reason for confiscation and the staff member who took the device. Devices will usually be returned to the pupil at the end of the school day; where this is not possible or where the device is needed for safeguarding or investigation, it will be returned to the parent/carer. The school may involve the police where there is reason to suspect criminal activity.

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

Parents, carers and visitors: use of mobile phones at drop-off, pick-up and school events

- Parents, carers and visitors should keep mobile phones out of sight and on silent during drop-off and pick-up times and when on school premises where pupils are present. This reduces distractions, models expected behaviour and protects pupil privacy.
- Photography and recording: Parents may take photographs or recordings of their own child at public events (for example assemblies, sports day or performances) only where the school has

given permission for photography. Parents must never publish or share images or recordings that include other pupils without the explicit consent of those pupils' parents/carers. Where the school requests that no images be taken, this must be followed.

- School events and consent: For events where pupils from different families are present, the school will advise in advance about photography and recording arrangements (for example permitted areas, use of school photographers, or request for no photography). Parents must follow the instructions given by staff at events.
- Staff and volunteer expectations: Parents and visitors asked to stop using a device in a particular area or situation should comply immediately. Any refusal may result in the school asking the individual to leave the site and may be treated as a safeguarding/behavioural concern.
- Safeguarding priority: If a parent or visitor is seen taking inappropriate photographs or recordings that may place a pupil at risk, staff will act under safeguarding procedures, which may include confiscating the device, reporting the incident to the DSL and involving external agencies if appropriate.
- Exceptions: Where a parent needs to be contacted urgently during an event they should use the school office. Any exceptional requests (for example for parents of pupils with medical needs) should be agreed in advance with the school.

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.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and as stated previously handed to an adult in class on arrival.

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.

Parent/carers will be notified of this policy via the home-school agreement and annual consent forms.

Confiscated phones will be stored in the school office. These will be locked in the back-office cupboard and monitored by office staff.

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 the principal in a timely manner.

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

This form should be signed by parents/carers

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:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones and surrender the phone on arrival to office. If it is used for medical tracking it should be given to an adult in class.

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

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. 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

- 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 the staffroom
- Do not take photos or recordings of pupils (unless it is your own child and you have been given permission by the Principal to do so), 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.

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 present. If you must use your phone, you may go to the staffroom
- Do not take photos or recordings of pupils (unless it is your own child and you have been given permission by the Principal to do so), 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.

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 present. If you must use your phone, you may go to the staffroom
- Do not take photos or recordings of pupils (unless it is your own child and you have been given permission by the Principal to do so), 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.
