



MOBILE PHONE POLICY



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1. Introduction and aims

At Campfire Education Trust we recognise that mobile phones, including smart phones and smart technology, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. 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
- 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, (this includes smart watches, which have the capability to send and receive calls, texts or emails and recording features that enable photographs and video to be taken).

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 responsible for enforcing 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 Headteacher is responsible for monitoring the policy and reviewing it every three years, 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.

The headteacher is responsible for holding staff and pupils accountable for its implementation.

3.2 Governors

The local governing board are responsible for monitoring this policy.

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 children are present or during contact time.

Use of personal mobile phones must be restricted to non-contact or break time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- 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-case -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 pupil or staff 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).

For more detailed guidance on data protection please see the CET data protection policy, acceptable use policy and AI policy.

4.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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 or a similar device during the school day in front of pupils for work. Such circumstances may include, but aren't limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Please see the schools policy on educational 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 which could identify a pupil
- Refrain from using their phones to contact parents. 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 appropriate and professional at all times, 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 conduct and discipline policy for more information.

5. Use of mobile phones by pupils

At Campfire Education Trust, we recognise that some pupils may need to bring a mobile to school in certain instances. For example:

- Travelling to school by themselves
- Young carers who need to be contactable

In line with the DfE's mobile phone guidance, pupils 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).

Children are discouraged from bringing mobile phones into school. Where a child needs to bring a phone due to travelling to and from school independently, the following expectations apply:

- Mobile phones must be switched off and stored away immediately upon entering the school site, including the playground before and after school.
- Children must hand their phone to their class teacher at the start of the school day, where it will be stored securely and safely until the end of the day.
- Phones must not be accessed or used by children at any point during the school day, unless this has been specifically agreed as part of an individual healthcare plan. [See 5.2]

Pupils 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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

Any use of mobile devices in school by children must be in line with the acceptable use agreement (see appendix 1).

5.1 Use of smartwatches by pupils

The DfE's statutory [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.

Smart watches are not permitted at Bourton Meadow Academy. Parents and carers will be reminded of this expectation at the start of each academic year, and staff will remain vigilant in ensuring that this is followed consistently.

If a child is found wearing a smart watch, they will be asked to remove it and hand it to their class teacher. The watch will be stored securely in the same way as a mobile phone and returned to the child at the end of the school day. When storing smart watches, staff will take reasonable care to consider their fragility and ensure they are stored appropriately to minimise the risk of damage.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, for example pupils with diabetes who use their mobile phone to monitor blood glucose levels. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Headteacher or Head of School.

Any pupils who are given permission must then adhere to the school's acceptable use policy for mobile phone use (see appendix 1).

5.3 Sanctions

Any breach of the acceptable use agreement by a child may trigger disciplinary action in line with the school's Behaviour for Learning Policy, which may result in the confiscation of their device under sections 91 and 94 of the [Education and Inspections Act 2006](#)

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

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 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 [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

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

Parents/carers 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 pupils, unless it's 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 pupils 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 pupils, their work, or anything else which 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 his/her personal mobile during the school day.

7. Loss, theft or damage

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

Phones should clearly be labelled with the child's name and class.

Pupils must secure their 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.

Parents will be made aware of this disclaimer through:

- Signs displayed by the front office
- The permission forms for bringing a phone to school
- Through this policy which is available on the school website

Confiscated mobile phones will be stored securely within the classroom and looked after by the class teacher until the end of the school day, when they will be returned to the child.

The class teacher will inform the child's parent or carer that the phone has been confiscated and will direct them to this policy to ensure that expectations and procedures are clear.

If a child is suspected of using their mobile phone inappropriately, for example taking photographs or videos of other pupils or accessing inappropriate content online, the phone will be removed and handed to the Head of School. It will be stored securely within the Head of School's office while the matter is investigated.

The Head of School, Safeguarding and Welfare Officer, or another member of the Senior Leadership Team, will inform the child's parent or carer and follow the school's safeguarding procedures where appropriate.

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 of 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 or other relevant organisations

This policy is reviewed every three years by the Education Standards Director.

Appendix 1: Mobile Phone Code of Conduct for pupils

Mobile Phone Code of conduct

Pupils in Reception to Year 4 are not allowed to bring personal mobile phones to school.

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

Pupils in Year 5 and Year 6 are allowed to bring mobile phones to school to support them as they begin to walk to school on their own.

Mobile phones must be:

- Turned off and put away as soon as the pupil enters the school site.
- Handed to their class teacher as soon as they arrive into class.
- Stored securely until the end of the day.

If a member of staff sees a pupil with a phone that has not been handed in:

It will be confiscated

The parent /carer will be informed

If a member of staff suspects that a child may have a phone – or other device – with them in school, they reserve the right to search the pupil's bag(s) and coat, as pupil mobiles phones are a prohibited

Smart watches or any other devices that can take photographs, send messages or access the internet are not permitted in any year group. If brought into school, they will be treated as a mobile phone and stored securely by the class teacher until the end of the school day. A parent/carers will also be informed.

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.

Mobile Phone Rules at Bourton Meadow Academy

If you bring a mobile phone to school, you must follow these rules:

1. Your phone must be labelled clearly with your name and class.
2. Your phone must be switched off when you enter the school grounds and must remain switched off throughout the school day, unless a member of staff gives you permission to use it for a specific reason.
3. Phones must be switched off (and not just put 'on silent').

4. You must not use your phone anywhere on the school site including the playground and cloakrooms before or after school.
5. You must not take photographs, videos or audio recordings of other pupils or adults in school. This is to protect the privacy of other people and ensure their safety and wellbeing.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to hurt, upset, threaten or embarrass another person. This includes sending unkind messages or using your phone to bully, intimidate or harass pupils or staff. The school's behaviour expectations apply to all communication, including through:
 - Email
 - Text messages or messaging apps
 - Social media and other online platforms
9. You must not use your phone to send, receive or share inappropriate content. This includes harmful images, messages or content that is not suitable for children.
10. The school's behaviour expectations apply when using a mobile phone, even outside of school. Online behaviour should always be respectful and responsible.
11. Use appropriate language when communicating online or using your phone. Offensive, vulgar, derogatory, unkind or disrespectful language is not acceptable.
12. Don't use your phone to view or share inappropriate photographs, images or other harmful content.
13. You must follow instructions from staff about your phone. If a member of staff asks you to switch off, hand over or put away your phone, you must do so. Refusing to follow this instruction will be treated as a serious behaviour concern and will be dealt with accordingly.
14. Mobile phones are not allowed during tests or assessments. Having a phone during certain assessments may mean that the assessment cannot be completed.

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

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

The school has agreed to allow.....(child's name) to bring their mobile phone to school because they:

- > Travel to and from school alone
- > 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 its code of conduct [Appendix 1]

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

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/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors

To be given to visitors on arrival

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 mobile phones in the presence of pupils. If you need to use your phone, please do so in the staffroom or another appropriate location agreed with a member of staff (for example, an office, meeting room or the Family Room).
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils 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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