

Lancaster Lane Primary and Pre-School



Pupils' Mobile Phone Policy

Date policy last reviewed: March 2026

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Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils.

Lancaster Lane Primary and Pre-School accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security, but understands that such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how mobile phones should be used by pupils in school to ensure both personal safety and an appropriate, safe learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

However, in our school, we do not allow children to bring any personal electronic devices in except from mobile phones. Therefore, this policy refers to mobile phones **only** as all other personal electronic devices are prohibited.

1. Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2023) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Social Media Policy
- Behaviour Policy
- Staff Code of Conduct

2. Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The headteacher will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Communicating this policy to the relevant staff members and the wider school community.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Policy and the Behaviour Policy.

The DSL will be responsible for:

- Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Safeguarding and Child Protection Policy.

- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. Ownership and responsibility

Pupils are responsible for handing in their phones at the school office each morning **before** they go round to their class. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events. Children will then collect their mobile phone as they leave the school building at the end of school day.

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

4. Acceptable use

Pupils bringing their mobile phone devices into school must make their parents aware of this.

Mobile phones will be switched off and kept in the office during the day. Mobile phones are not to be used in school, under any circumstances, by the pupil.

5. Unacceptable use

Staff and pupils will adhere to the Social Media Policy at all times.

If pupils fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures.

Under no circumstances will any kind of personal electronic device be taken into examinations. Under no circumstances will mobile devices be used in toilets.

Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework or exams, staff should provide their school contact details.

Under the Voyeurism (Offences) Act 2019, the act known as "upskirting" is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and teachers) of any gender, can be a victim of upskirting.

A "specified purpose" is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school's Safeguarding and Child Protection Policy.

6. Cyberbullying

All electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE and computing lessons.

7. Searching pupils

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

A search will be considered if a member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item, or any item identified in the school rules for which a search can be made. All searches will be conducted in line with the school's Searching, Screening and Confiscation Policy (within the Behaviour Policy).

Under common law, school staff have the power to search a pupil for any item if the pupil agrees. Only the headteacher, or a member of staff authorised by the headteacher, will carry out a search. Where it is felt appropriate the headteacher will authorise individual members of staff to search for specific items, or all items set out in the school's behaviour policy.

In all cases the authorised member of staff will always:

- Seek the co-operation of the pupil before conducting a search.
- Ensure the pupil understands the reason for the search and how it will be conducted.
- Give the pupil the opportunity to ask any questions so that their agreement is informed.

Staff may search a pupil's outer clothing, pockets, possessions, desks or lockers. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags.

Staff members will ensure they have a good reason to examine and delete data on a pupil's electronic device. Parents would be informed regarding the deletion of anything. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data 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.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.

Pupils are required to comply with any request to check their mobile phone.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

8. Accessing and storing data

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited. This is referred to in our Acceptable Use of Technology Agreement which all children sign.

Storing and using the personal data of any pupil or member of staff for non-work-related activity is strictly prohibited.

All data access requests will be handled in line with the school's Data Protection Policy.

9. Sanctions

Confiscated personal electronic devices will be locked away securely in the headteacher's office. Confiscated personal electronic devices will be collected by the pupil's parent.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy. Pupils caught taking mobile phones or tablets into examinations will be banned from bringing personal electronic devices into school and will be banned from bringing them in until the end of the school year. They may also risk being disqualified from additional examinations.

10. Monitoring and review

This policy is reviewed annually by the headteacher / DSL.

Any changes to this policy will be communicated to members of staff, parents and pupils by the headteacher.

The scheduled review date for this policy is April 2027.

