



MOBILE PHONE AND SMART DEVICE POLICY

The CEO will review this Policy on an annual cycle

Policy Version:	Version 1 – February 2026
Colleagues affected by this policy:	All staff
Next review:	February 2027 or sooner if guidance changes
Person responsible for the Policy:	Headteacher/Principal (implementation) / CEO (oversight)

Mobile Phone and Smart Device Policy

1. Purpose

The Sea View Trust is committed to maintaining calm, safe and focused learning environments across all Trust provisions. This policy establishes a consistent approach to the management of mobile phones and smart devices, ensuring compliance with statutory guidance, supporting safeguarding, and promoting positive behaviour.

- Promote a mobile-free learning environment that maximises safety, wellbeing, and academic focus.
- Safeguard learners from risks associated with mobile technology including distraction, online bullying, exploitation, and exposure to inappropriate content.
- Ensure consistent expectations, sanctions and processes across all provisions within The Sea View Trust.
- Support reasonable adjustments for learners with SEND or medical needs.

2. Scope

This policy applies to all Sea View Trust provisions; all learners on roll; all staff, volunteers, governors/directors, contractors, parents/carer/advocates and visitors; and to all mobile phones and personal smart devices (e.g., smartwatches, tablets, wearables and communication devices).

The policy applies throughout the day on all provision premises (including lessons, transitions, breaks/lunch, enrichment activities and movement around the site) and on transport and off-site visits unless specific exceptions are authorised.

3. Legislative and Guidance Framework

This policy is informed by:

- DfE Behaviour in Provisions (2022); DfE Non-statutory Mobile Phone Guidance (2024).
- Keeping Children Safe in Education (KCSIE) – safeguarding and online safety duties.
- Searching, Screening & Confiscation (DfE 2022) – legal confiscation powers.
- Education Act 2002; Equality Act 2010; Children & Families Act 2014.

This policy integrates with Trust behaviour, safeguarding, SEND, online safety and anti-bullying policies.

4. Roles and Responsibilities

4.1 CEO

- Approves and monitors implementation of the Mobile Phone Policy across all provisions.
- Ensures compliance with legislation and safeguarding duties.

4.2 Headteachers/Principal

- Lead implementation within their provision and ensure consistent enforcement.
- Ensure staff training and clear communication with learners and families.
- Authorise, document and review reasonable adjustments for SEND/medical needs.

4.3 Staff

- Enforce the policy consistently and challenge breaches proportionately.
- Model appropriate digital behaviour; avoid personal phone use around learners.
- Use only provision devices for recording images or personal data.
- Report safeguarding concerns immediately to the DSL.

4.4 Learners

- Follow expectations on device storage and non-use at all times.
- Never use devices to record peers or staff, access harmful content, or engage in bullying.
- Report concerns to a trusted adult.

4.5 Parents/Carer/Advocates

- Support the policy and avoid contacting learners directly during the provision day.
- Use the provision office for urgent messages.

4.6 Visitors, Volunteers, Contractors

- Keep devices on silent and do not use them where learners are present unless authorised.
- Do not take photos/recordings unless explicitly authorised by the provision.

5. Policy Implementation

5.1 General Rule

Learners must not use mobile phones or smart devices at any point during the provision day. This includes before provision, transitions, breaks and lunchtimes; during all lessons and enrichment activities; and during movement around the provision. On transport and trips, access is prohibited unless specifically authorised.

Devices brought to provision must be switched off and stored securely for the entire day (see Section 6).

5.2 Prohibited Use

- Recording or photographing any member of the provision community without permission.
- Bullying, harassment or intimidation (including via messaging or social media).
- Accessing or sharing inappropriate/harmful content.
- Any use that disrupts lessons, routines or the calm atmosphere of the provision.

5.3 Permitted Use (Exceptional Circumstances)

Any exception must be authorised in advance by the Headteacher/Principal and recorded.

Categories include:

- Medical needs (e.g., diabetes monitoring) as documented in an individual healthcare plan.
- SEND-related adjustments (e.g., assistive communication technology) documented in the learner's plan.
- Sixth-form learners: limited access in designated sixth-form areas only, not in corridors or near younger learners. Privileges are withdrawn if misused.
- Residential/boarding settings: permitted out of teaching hours in approved locations for family contact.
- Emergency situations where staff authorise temporary use for safety.

5.4 Educational Visits and Travel

Access may be allowed following a risk assessment and parental consultation. Recording or sharing images remains prohibited without explicit consent and staff supervision.

6. Storage, Collection & Security

Each provision will adopt one of the following Trust-approved approaches for secure storage: hand-in on arrival at a designated point; locked personal lockers; or staff collection at registration. Late arrivals must hand devices in at reception.

The Trust accepts no responsibility for loss, theft or damage to personal devices brought onto provision premises or during off-site activities. Devices found or used in breach of the policy will be confiscated (see Section 9).

7. Safeguarding & Online Safety

7.1 Safeguarding

This policy reduces risks of online bullying, exploitation, unauthorised recording, and exposure to harmful content. Staff remain vigilant and report concerns in line with KCSIE and the provision's safeguarding procedures.

7.2 Filtering & Monitoring

Provisions maintain robust filtering and monitoring systems to prevent access to inappropriate content. Systems are reviewed regularly and online safety is taught through curriculum and pastoral programmes. *This only applies to mobile and smart devices when connected to school provided networks, and not mobile connections.*

7.3 Digital Wellbeing Education

Learners receive age-appropriate education on healthy digital habits, the impact of screen time on learning and wellbeing, and responsible digital citizenship. Staff model expected behaviours and reinforce the benefits of a mobile-free environment.

8. Reasonable Adjustments

8.1 SEND Adjustments

Where necessary, supervised and time-limited device use may be permitted for communication, regulation or learning, documented in the learner's plan and reviewed regularly.

8.2 Medical Adjustments

Devices required for medical monitoring are permitted in accordance with an individual healthcare plan. Staff receive appropriate training and confidentiality is maintained.

8.3 Individual Circumstances

Parents/carer/advocates may request reasonable adjustments in writing. Decisions are documented by the Headteacher/Principal with review dates and conditions of use.

9. Breaches, Sanctions & Confiscation

9.1 Sanctions

Sanctions are proportionate and align with Trust behaviour policies, taking account of age, SEND and any mitigating factors. Possible sanctions include:

- Verbal warning and reminder of expectations.
- The young adult would be asked to put their mobile away (College only).
- Confiscation of the device until the end of the day (School only).
- Parent/carer collection of the device for repeated breaches (School only)
- Detention or loss of privileges (School only)
- Internal exclusion or fixed-term exclusion for repeated or serious misuse (e.g., bullying, recording others, or sharing harmful content).

9.2 Confiscation Procedures

- Staff have statutory powers to confiscate devices where policy is breached or misuse is suspected.
- Confiscated devices are logged and stored securely in a designated area.
- Devices are returned to learners at the end of the day unless serious misconduct requires parent/carer collection (School only).
- Where there are safeguarding or criminal concerns, devices may be retained and external agencies involved as appropriate.

9.3 Searching Devices

Searching, screening and confiscation will follow DfE guidance. Where there is reasonable suspicion that a device contains material relating to harm, bullying or criminal activity, authorised staff may examine content and take appropriate action, including contacting external agencies.

10. Loss, Theft & Damage

The Trust accepts no liability for lost, stolen or damaged personal devices on premises, on transport or during visits. Confiscated devices become the provision's temporary responsibility and are stored safely. Lost devices should be handed to the provision office so the owner can be contacted.

11. Communication & Stakeholder Engagement

- Publication on provision websites and availability from the provision office.
- Inclusion in staff and learner handbooks and induction materials.
- Assemblies, tutor time, and visual reminders in key areas.

- Visitor information at reception and on event signage.

Provisions will consult learners, parents/carer/advocates and staff during periodic reviews and will provide accessible formats upon request.

12. Monitoring, Evaluation & Review

- Headteachers/Principal monitor behaviour logs, safeguarding records and compliance observations.
- Feedback from learners, staff and parents/carer/advocates informs improvements.
- Policy is updated in response to evidence and any changes to statutory guidance.
- Review cycle: annually (or sooner if national guidance changes).