

Mobile Phone Policy

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1. Introduction and aims

At Sir William Stanier 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 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.

2. Relevant guidance

This policy meets the requirements of the Department for Education’s non-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 Deputy Headteacher (Behaviour, attendance and culture) is responsible for monitoring the policy ever 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.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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 offices or 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.

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).

More detailed guidance on how the school manages personal data can be found in **The Learning Partnership's** Data Protection and Privacy Notice for pupils and parents. This document outlines how information is collected, stored, and used in line with UK GDPR and data protection legislation. Staff, pupils and parents should also refer to the Trust's ICT Acceptable Use expectations for further clarification on the responsible handling of digital information and devices.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/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.

Where staff are required to use approved classroom systems that need mobile-based authentication, such as accessing CPOMS via the Microsoft Authenticator app, mobile phones may be used solely for this professional purpose. Staff must not use their personal devices for general internet access during lessons unless explicitly permitted for a specific educational task and in line with the school's ICT Acceptable Use expectations.

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:

- 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 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 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 staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

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

At Sir William Stanier our approach is simple:

- Pupils keep their mobile phones with them, on the condition they are never used, seen or heard

During the 2025/2026 academic year, the school will also be exploring the use of mobile phone pouches and other secure storage approaches to further support a consistent and safe mobile phone environment.

5.1 Use of smartwatches by pupils

The DfE's [non-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.

The school recognises that some pupils may wish to bring smartwatches to school. Pupils may wear smartwatches to use **basic, non-communication features** such as checking the time or using simple wellbeing functions. However, smartwatches **must not be used for texting, calling, receiving notifications or accessing the internet** during the school day. As smartwatches can allow communication even when a mobile phone is stored away, they must be used in line with the same expectations that apply to mobile phones. Smartwatches should not be used in lessons or around school for any purpose that could distract learning or compromise privacy. As part of our exploration of mobile phone pouches and secure storage options during the 2025/2026 academic year, the school will also review its approach to managing smartwatches to ensure consistency and safeguard pupils effectively.

5.2 Exceptions

The school recognises that some pupils have specific medical needs that may require the monitored use of a device during the school day. In such cases, pupils may be permitted to carry or access a mobile phone or smartwatch strictly for health-related functions that support their wellbeing. Any arrangement of this kind will be agreed in advance with parents and relevant staff, and the device must only be used for its authorised medical purpose. The school will work with families to ensure that any permitted use is safe, discreet and does not disrupt learning, and may review these arrangements as part of its wider work on developing secure storage solutions.

5.3 Sanctions

- If a pupil is seen using a mobile phone or smartwatch in breach of the policy, the device is confiscated by the member of staff who observes the incident.
- The device is then handed to the pastoral team for secure storage.
- The pupil collects their device at the end of the school day from the pastoral team.
- If a pupil refuses to hand over their device, they will be placed in internal suspension for the remainder of the day.
- The pupil will lose all social time, including break and lunch, on that day.
- These sanctions operate in line with the school's wider behaviour policy to ensure consistency and maintain expectations.

Staff retain the authority to search a pupil's device where permitted by DfE searching, screening and confiscation guidance, DfE's guidance on searching, screening and confiscation, including when there is a good reason to believe it contains inappropriate or harmful content.

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, 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 Part 1 of [Keeping Children Safe in Education](#)

The schools' rewards and behaviour policy set out our sanctions:

[SWS Rewards and behaviour policy Jan 2026\(1\).pdf](#)

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

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

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 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, or when working with pupils

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 are stored securely when not in use.

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.

Confiscated phones will be stored in the **office next to Student Services** in a **locked cabinet**.

Lost phones should be returned to **Student Services [near to G42]**. 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 **Mr J Ducker, Deputy Headteacher** in a timely manner.