



High Bank JIN

Mobile Phone Policy

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1. Introduction and aims

At High Bank JIN 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 such as tablets and smartwatches.

2. Relevant Guidance

This policy meets the requirements of the Department for Education's statutory [mobile phone guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and Responsibilities

All staff (including teachers, support staff and supply staff and governors) 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 Senior Leadership Team is responsible for monitoring the policy every 2 years, 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 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 or in spaces used by the school community such as corridors. 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 or classrooms if pupils are not present).

Staff should share the school office number of 01274 875 330 with their children's school and any emergency contacts. A member of the office staff will ascertain the reason for the call and request the member of staff take the call immediately, or telephone back within a suitable time-period agreed with the caller.

There may be circumstances in which it's appropriate for a member of staff to 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 as above and all requests must be approved by the Headteacher.

If special arrangements are not deemed necessary, school staff can use the school office number 01274 75 330 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).

Please find more detailed guidance on data protection in our data protection policy. Please also refer to the Acceptable Use Policy.

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.

Only the Headteacher, School Business Manager and Caretaker can use the school's Wi-Fi on their personal mobile phones and only if necessary to conduct school business.

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

Please review the Educational Trips policy for further details. The School's own mobile should be used in the first instance wherever possible.

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 in the first instance. If necessary, staff are encouraged to use a number withhold setting on their phones.

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 always appropriate and professional, in line with our staff code of conduct
- The Headteacher may have their personal mobile phone on them across the site for safeguarding and/or staff contact reasons

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 Devices by Pupils (including smart watches)

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

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

Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

Mobile phones and/or personal devices will not be used on site by learners.

Pupils in Upper KS2 (Year 5/6) may bring in a mobile phone into school. Parents and carers will need to complete a permission form and Acceptable Use Agreement that their child can bring a device into school.

Mobile phones or personal devices will not be allowed to be kept in bags, trays or on pupils; all devices must be handed into the class teacher at the start of the day where they will be locked in a cupboard and returned at the end of the day. They must always be turned off.

Pupils will not be allowed to use their mobile phone or personal devices during the school day; this includes before and after-school whilst on school site.

Mobile phones and personal devices can only be used in the school day if agreed with the Headteacher and in exceptional circumstances. (For instance, for medical or carer responsibilities)

5.3 Sanctions

If pupils are in breach of this policy, the following sanctions will be used:

Mobile devices will be confiscated and given to the Headteacher (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006) Parents will be contacted and asked to collect the mobile device from the school office at the end of the school day. The pupil will then lose their right to bring their mobile device to school for the remainder of that term/a period determined by the Headteacher.

Senior Leaders 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 the 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).

The school will 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](#)

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 based on 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 fayre), or of their own child
- Using any photographs or recordings for personal use only. This does not include posting on social media without consent

- Not using phones in lessons, or when working with pupils
- Not using personal devices within the school building when children are on site (if a call/message is urgent phone, parents/visitors may go outside main the school office entrance or The Meeting Room, if it is available.

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 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 and/or disciplinary action.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school. This disclaimer is shared with parents/carers and pupils in permission forms for bringing a phone to school.

Confiscated phones will be stored in the Headteacher's office in a locked cupboard.

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 consider:

- 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

9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement

You must adhere to the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone or device at any time during the school day, including on the school site before and after school.
2. Phones must be switched off (not just put on 'silent').
3. Phones are collected by the class teacher and locked away during the day in the teacher's cupboard.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Do not share your phone's password(s) or access code(s) with anyone else.
7. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Do not use vulgar, obscene or derogatory language while on the phone or when using social media.
11. Do not use your phone to view or share harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

By signing below, I agree with the terms of this Acceptable Use Policy.

Signed _____ Parent/ Carer

Signed _____ Pupil

Date: _____

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



Mobile Phone Permission Form

PUPIL DETAILS	
Pupil name:	
Class:	
Parent/carer(s) name(s):	

I am requesting my child brings their mobile phone to school for the following reason/s:

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

(Please tick as appropriate)

- Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement.
- A signed copy of the Acceptable Use agreement must be returned with this form.
- An Arbor in-app message will be sent to the parent/carer's contact with the outcome of this request.
- The school reserves the right to revoke permission if a pupil does not abide by the policy or to refuse permission for a pupil to bring a mobile phone to school where it is deemed that there is no clear or necessary reason for them to do so.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

Parent/carer signature: _____ Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	
Arbor message sent:	

11. Appendix 3: Mobile phone information slips for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Parents/carers are expected not to use their mobile phones while speaking to members of staff and should give their full attention during these interactions.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office or meeting room (if it is available).
- Do not take photos or recordings of pupils, other than your own child with explicit permission to do so whilst in school, 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 website [High Bank School - Home](#).