



Mobile Phone POLICY

| Rednock School

| Where everyone matters



Date of Ratification:

July 2026

Date of Review:

July 2027

Responsibility of:

Headteacher

Mobile Phone

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Introduction and aims

At Rednock School 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
- Provide clear guidelines for the use of mobile phones for students, 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

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](#).

Roles and responsibilities

Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce 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 2 years, and holding staff and students 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.

Governors

The Governing Board will ensure that this policy is reviewed and approved in accordance with the review cycle set out within the policy. Through the appropriate governing committee, the Board will also monitor and evaluate the implementation and impact of the Mobile Phone Policy to ensure it remains effective, proportionate, and aligned with the school's aims and statutory responsibilities.

Use of mobile phones by staff

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 in front of students or with students in their care. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom) or offices.

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
- To communicate with onsite contracted staff as appropriate
- As an emergency school trip contact
- As a result of a medical dependency

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

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 Gemini).

More detailed guidance on data protection is available in the school's Data Protection Policy, Artificial Intelligence (AI) Policy, and ICT Acceptable Use Policy.

Safeguarding

Staff must not give their personal contact details to parents/carers or students, 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 students. More detailed guidance for staff can be found in out ICT Acceptable Use Policy and Staff Code of Conduct.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

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 students 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 students, their work, or anything else that could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office, a school office phone or school mobile phone.

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 school 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

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by students

Students must not use personal mobile phones during the school day, including during lessons, between lessons, at breaktimes, and at lunchtime, unless explicitly authorised by a member of staff (for example, to support a specific medical need).

At Rednock School, mobile phones must not be seen or heard on the school site between **8.00 am and 8.40 am**. During this time, students should switch off or silence their phones and keep them out of sight.

From **8.40 am**, during the registration period, all students (except those with an agreed medical exemption) must place their mobile phone into their personal **Focus Phone Pouch** and secure it by locking the pouch. This process will be supervised and monitored by staff.

Once registration has ended, students must not access or use their personal mobile phones at any point during the school day. Phones must remain secured in the locked Focus Phone Pouch until the end of the school day.

At the end of the school day, students will unlock their Focus Phone Pouches as part of the school's agreed dismissal routine. From **3.10 pm** (or when leaving school following an enrichment activity, detention, educational visit, or other authorised school activity), students may access and use their mobile phones to support their journey home.

If a student does not have their personal phone pouch in school. Their phone must be handed in and secured in a secure locker located in allocated areas of our school.

Through the curriculum and wider pastoral programme, students will be taught about the risks associated with mobile phone use, both in school and beyond. This will help them understand the rationale for the school's restrictions on mobile phone use during the school day. These risks include reduced concentration and engagement in learning, disruption to lessons, increased opportunities for bullying and cyberbullying, and potential impacts on wellbeing. The school will actively promote the benefits of a mobile phone-free learning environment and encourage students to recognise its positive impact on learning, relationships and personal development.

Use of smartwatches by students

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.

If a student is using such a device, the same process will apply as outlined above.

Exceptions

The school recognises that, in exceptional circumstances, a student may require access to a personal mobile phone during the school day. Permission will only be granted where there is a clearly evidenced safeguarding, medical or other exceptional need. Examples include students who require a mobile phone to support the management of a medical condition, such as monitoring blood glucose levels for diabetes.

Requests for an exemption should be made by the student's parent/carer to the school's Designated Safeguarding Lead (DSL). Each request will be considered on an individual basis, taking account of the student's specific circumstances and any supporting evidence. Where an exemption is agreed, the school will determine any conditions that apply to the use of the device during the school day.

Any student granted permission to use a mobile phone during the school day must comply with the school's Acceptable Use Agreement for Mobile Phone Use (Appendix 1).

Sixth Form Students

Recognising their increasing independence and responsibility, sixth form students are permitted to access and use their personal mobile phones during the school day. However, they are expected to do so responsibly and in a way that supports the school's mobile phone policy for all students.

Mobile phones and other personal smart devices may only be used within designated sixth form study and social areas and must not be used in the presence of younger students or in other areas of the school where their use could undermine the expectations set for Years 7–11.

Any misuse of a mobile phone or other personal device by a sixth form student will be dealt with in accordance with the school's Behaviour Policy and may result in the withdrawal of this privilege where appropriate.

Sanctions

The use of a personal mobile phone during the school day, without an agreed exemption or the explicit permission of a member of staff, is a serious breach of this policy.

Any student who uses, attempts to use, or accesses a personal mobile phone during the school day without authorisation will be removed from lessons and placed in the school's Internal Exclusion provision until they are able to comply with the requirements of this policy. The student will not return to mainstream lessons until they have demonstrated that they are willing to follow the school's expectations regarding mobile phone use.

Repeated or persistent breaches of this policy demonstrate a refusal to follow a reasonable school expectation and will be dealt with in accordance with the school's Behaviour Policy. This may result in escalating sanctions, including fixed-term suspension where appropriate.

Where appropriate, staff may confiscate a mobile phone in accordance with Sections 91 and 94 of the Education and Inspections Act 2006 and the Department for Education's guidance on searching, screening and confiscation. Confiscated devices will be returned in line with the school's Behaviour Policy and any agreed procedures for confiscated items.

The school reserves the right to search a student's mobile phone where there are reasonable grounds to believe that it contains prohibited or inappropriate material, or where it may have been used to commit an offence, breach school rules, or cause harm to another person. Any searches will be carried out in accordance with current statutory guidance and the school's Search and Confiscation procedures.

If inappropriate, illegal or harmful content is identified, or if a mobile phone has been used in a way that places another person at risk, the school will take appropriate action. This may include confiscation of the device, safeguarding intervention, referral to external agencies, involvement of the police where appropriate, and sanctions in line with the Behaviour Policy.

When determining any sanction, the school will ensure that it is reasonable, proportionate and takes account of the individual circumstances of the student. This includes consideration of factors such as age, special educational needs and disabilities (SEND), medical needs, and any safeguarding concerns. Where a student's behaviour may indicate that they are experiencing, or are at risk of, harm, staff will follow the safeguarding procedures set out in *Keeping Children Safe in Education*, including consultation with the Designated Safeguarding Lead (DSL).

The school takes extremely seriously any misuse of a mobile phone that amounts to bullying, harassment, intimidation or criminal behaviour. This includes, but is not limited to, the creation or sharing of nude or semi-nude images, upskirting, threatening or abusive communications, hate related incidents, or any use of a device that causes harm to another person. Such incidents will be managed in accordance with the school's Behaviour, Safeguarding and Child Protection Policies and may be referred to the police or other external agencies where appropriate.

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

Parents 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 students, 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, when working with students 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 trips are also responsible for enforcing the school's policy for students 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.

Loss, theft or damage

If a student brings their device into school, it is at their own risk. 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 students are travelling to and from school.

If the school is required to confiscate a student's phone, it will be stored in the in a secure phone locker located in the school office and will be the responsibility of the school to keep secure.

Students 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.

Lost phones should be returned to the main school office. The school will then attempt to contact the owner.

Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from stakeholders
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

This policy should be read in conjunction with the following documents:

- Behaviour Policy
- IT Acceptable Use Policy
- Data Protection Policy
- Artificial Intelligence Policy
- Staff Code of Conduct
- Suspension and Exclusion Policy
- Mobile Phone FAQ Document