

Mobile Phone Policy

Date of Policy	Summer 2026
Next Review	Summer 2028
Committee	Full Governing Board

The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Note:

Throughout this policy, 'mobile phones' refers to mobile phones and similar devices. For example, smart watches and smart glasses.

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1. Aims

At Alperton Community 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 Child Protection and Safeguarding and our Behaviour Policy

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. For example, smart watches and smart glasses.

2. Legislation and Statutory 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](#).

3. Roles and Responsibilities

3.1 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.

3.2 Governors

The Governing Board will review the policy on an annual basis. A report will be provided on the implementation and impact of the policy.

4. Use of Mobile Phones by Staff

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 during the school day, while students are present or during any contact time. 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).

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.

If special arrangements are not deemed necessary, school staff can use the school office number (020 8902 2038) 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 Gemini).

Staff can only use school systems. Please refer to the Staff ICT and IS Acceptable Use Policy and AI Policy.

4.3 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.

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.

4.4 Using Personal Mobile Phones 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 the case of trips and visits, the school will provide a suitable school mobile phone for leaders to use as the main point of contact. In some cases, however, it may be that a staff member needs to use their personal mobile phone.

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

4.5 Work Mobile 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

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 Students

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

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

Students are allowed to have a basic feature phone on them. A feature phone does not have internet access or any other "smart" features. This phone must be switched off during the school day.

Students will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Students will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of Smart Watches and Smart Glasses 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.

Smart watches and smart glasses are devices with smart technology in them. Smart watches and smart glasses can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Students are not allowed to have either smart watches or smart glasses in school.

5.2 Exceptions for Special Circumstances and for Sixth Form Students

Some students will be permitted to possess, or use, a mobile phone/smart device in school

For instance:

- Young carers who need to be contactable
- Students with diabetes who use their phones to monitor their blood glucose levels
- Sixth Form students

The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, students or parents/carers should contact the headteacher.

Any students who are given permission must then adhere to the school's agreement for mobile phone use (see Appendix 1).

Sixth Form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other students.

Therefore, they are only permitted to use their mobile phones or smart devices out of sight of younger students. Misuse of mobile phones or other devices by students in the sixth form will lead to sanctions according to our Behaviour Policy.

5.3 Sanctions

If a mobile phone is seen by a member of staff it will be confiscated. This is in accordance with sections 91 and 94 of the Education and Inspections Act 2006.

All mobile phones (and other smart devices) will be switched off and held in a secure place in school.

All confiscated mobile phones (and other smart devices) will be returned on the last day of the term. Smart devices will only be returned to a parent / carer. Details of the collection will be communicated to parents / carers.

If a member of staff has reason to believe that the mobile contains unsuitable material then they will inform a member of the senior leadership team.

The DfE guidance allows schools to search a student'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).

Any search will be carried out in accordance with our student search procedures and parents / carers will be informed of the search and the outcome.

Sanctions for use of a mobile phone are within our Behaviour Policy. In deciding on an appropriate sanction the school will also consider whether there are any circumstances to take into consideration. For example:

- Special education needs or disability (SEND)
- The student'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 Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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 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 school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else that could identify a student

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.

7. Loss, Theft or Damage

Students bringing mobile phones to school must ensure that their phones are appropriately labelled.

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.

All schools continue with:

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.

We inform students and parents/carers of the above by:

- Having clear signage in school for students and parents / carers
- Have disclaimers on permission forms
- Update our Home : School Agreement
- Make available via the school app and the parent bulletin this policy and refer explicitly to this section

If your school confiscates phones from students, add:

Confiscated phones will be stored in a secure location in school. They will be the responsibility of the school whilst in our possession.

Any lost phones should be returned to the main reception. The school will then attempt to contact the parent / carer of the student of the phone (if it has a label and can be identified).

8. 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 parents/carers and students
- 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 the headteacher in a timely manner.

Appendix 1: Acceptable Use Agreement for students allowed to bring their phones to school due to exceptional circumstances

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

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students.
5. Do not share your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's [behaviour policy]. This includes bullying, harassing or intimidating students or staff via:
 - Email
 - Text/messaging app
 - Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other 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.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a student to bring their phone to school

STUDENT DETAILS	
Student name:	
Year group/form:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

Reason 1	
Reason 2	

Please add at least 1 reason above. Appropriate reasons are:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and the acceptable use agreement.

The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY

Authorised by : _____

Date: _____

Designation : _____

Added to file : Yes / No Date added: _____

Review date : _____

Appendix 3: Template Mobile Phone Information Slip for Visitors

This section will be added to the Visitor Information Leaflet, Booklet for staff and as a separate slip to give all visitors on site.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to the staffroom
- Do not take photos or recordings while on school grounds
- Do not use your phone in lessons, when working with students or while children are present

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 office.
