



MULTI ACADEMY TRUST

# Trust Mobile Phones Policy

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*Date of next review: October 2029*

## **Mobile Phones Update from KCSIE September 2026:**

In line with KCSIE 2026 and the Department for Education's statutory guidance, our schools are a mobile phone-free environment throughout the school day. Pupils who need to bring a mobile phone or smart device to school for safety reasons before or after school must ensure that it is switched off and stored securely as directed by the school. Mobile phones, smartwatches and other internet-enabled personal devices must not be used during the school day. This approach supports safeguarding, reduces the risk of online harm, cyberbullying, inappropriate image sharing and distraction from learning, and helps to promote positive relationships and wellbeing. Any misuse of a personal device will be dealt with in accordance with the school's behaviour, online safety and safeguarding policies.

See also [Mobile phones in schools - GOV.UK 2026](#)

### **1. Introduction and Aims**

At Inspiring Learners we recognise that mobile phones, including smart phones and smart devices, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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

### **2. Roles and responsibilities**

#### **2.1 Staff**

All staff (including teachers, support staff, and supply staff) are responsible for 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. SLT is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

#### **2.2 Trustees**

Trustees will review and agree the policy every three years and hold the Head of Trust accountable for its implementation.

#### **2.2 Governors**

Governors will hold the Headteacher accountable for its implementation.

### **3. Use of mobile phones by staff**

#### **3.1 Personal mobile phones and smart devices**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones and smart devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

If this is required, the member of staff must inform the Headteacher beforehand, and 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 as a point of emergency contact.

### **3.2 Data protection**

Staff must not use their personal mobile phones or smart devices to process personal data, or any other confidential school information. More detailed guidance on data protection can be found in our Data Protection Policy.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through personal social media and personal messaging apps.

Staff must avoid publicising their contact details on any personal social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which 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.

### **3.4 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 aren't limited to:

- 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 which could identify a pupil
- Refrain from using their phones to contact parents unless in an emergency. Otherwise, contact must be made via the school office

### **3.5 Work phones**

The Headteacher and Deputy Headteacher will use their personal mobile phone for work purposes where necessary.

During contact time, they 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 work is appropriate and professional, in line with our staff code of conduct.
- Only use their phone when pupils are not present.

### **3.6 Sanctions**

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

### **4. Use of mobile phones by pupils**

Pupils are not allowed to have a mobile phone in school. In circumstances when a child brings a mobile phone to school, the phone must be handed in on arrival where it will be stored in a secure location (as determined by each school).

If a child has been found with a mobile phone on the premises, the phone will be confiscated and placed into a secure location.

#### **4.1 Sanctions**

If a child has been found with a mobile phone on the premises, the phone will be confiscated and placed into a secure location. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006

Parent/Carers will be informed and will be able to collect the phone at a mutual time. The phone will only be returned to the parent/carers or an adult nominated by the parent/carers.

Please note:

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

DfE guidelines MUST be followed: [Searching, screening and confiscation in schools - GOV.UK](https://www.gov.uk/guidance/searching-screening-and-confiscation-in-schools)

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 their ethnicity, religious beliefs or sexual orientation. Please see our current Safeguarding Policy for further details.

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### **5. Use of mobile phones and smart devices by parents, volunteers and visitors**

Parents, 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 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, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception/attend a school event.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

## **6. Loss, theft or damage**

The Trust/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 securely.

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

## **7. Monitoring and review**

The Trust is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare.

When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents

Relevant advice from the Department for Education, the local authority or other relevant organisations.