



Outcomes  
First Group



MANOR WOOD  
SCHOOL

# Mobile Phones Policy

## MOBILE PHONE POLICY

| Version | Comments/amendments | Name             | Date        |
|---------|---------------------|------------------|-------------|
| 1.0     |                     | Caroline Belchem | August 2026 |
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## MOBILE PHONE POLICY

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### 1. Introduction and aims

At Manor Wood 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 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
- 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.

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### 2. 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 includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

### 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.

Caroline Belchem (Headteacher) is responsible for monitoring the policy and reviewing it annually. The Headteacher will hold 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.

#### 3.2 Governors

Governors will review incidents related to mobile phone use through the Quality Assurance cycle.

### 4. Use of mobile phones by staff

The DfE's mobile phone guidance states that staff should not use their own mobile phones for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be the exception only.

#### 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. 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 well-being 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 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

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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: [0117 375 1350](tel:01173751350) 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).

Further information and more detailed guidance on data protection can be found on Sharepoint, pages, policies, data protection and acceptable use policies.

### 4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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.

Parents can be contacted via Isams email system, Dojo reporting system, work mobile phones and work emails.

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.

### 4.4 Using personal mobiles for work purposes

Manor Wood School states there is not an appropriate time for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Work devices can be used for the following

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Under no circumstances must staff not:

- Use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil

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### **4.5 Work phones**

All 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
- Make sure that all communication and conduct linked to the device is always appropriate and professional, 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 mobile phone guidance states that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Initially we propose that staff collect mobile phones on arrival at school, all mobile phones will be kept in a secure location, in a secure mobile phone locked box

Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupils' phones are security marked and password protected.

- Children are not allowed to bring mobile phones into any are of the school building
  - Any mobile phones discovered to have been brought into the school and not handed in will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips.

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- If a member of staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation and the parent or carer asked to collect it from them.

**Should the arrangements outlined above not prove sufficiently effective in maintaining a mobile phone-free learning environment and meeting legislative and safeguarding expectations, the school reserves the right to implement a full prohibition on mobile phones on site.**

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure 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. Pupils will be encouraged to see a mobile-phone-free environment as desirable and valuable.

### 5.1 Use of smartwatches by pupils

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 its 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.

We will not allow pupils to have on their person a smart watch unless required for medical purposes. This will be defined by medical evidence, suitably assessed and written into a child's Individual Health Care Plan.

We are aware that:

Smart watches are often smaller than mobile phones and at a distance look similar to regular watches so might be easier to conceal.

Smart watches can be more fragile than mobile phones so any storage procedure may need to be modified to safely accommodate them.

All aspects around smart watch usage remain the same as any mobile device

### 5.2 Exceptions for special circumstances:

- Children are allowed to bring a mobile phone to be used on their journey to and from school, particularly if their journey time is above 30 minutes

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- In exceptional circumstances some pupils may be permitted to possess, or use a mobile phone/smart device in school for the following reasons:

Young carers who need to be contactable

Pupils with diabetes use their phones to monitor their blood glucose levels

If we had a post 16 provision.

In the case of permission due to exceptional circumstances, permission will only be granted where there is documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Caroline Belchem (Headteacher).

Any pupils who are given permission must then adhere to the school's acceptable use policy for mobile phone use (see appendix 1).

### 5.3 Proportionate and Logical Responses

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

**If a pupil is found using a mobile phone during the school day, staff will apply a proportionate and logical response that supports safety, learning and compliance with school expectations.**

Possible responses may include:

- The pupil being reminded of the school's mobile phone expectations and supported to place the device in its agreed secure storage location.
- Temporary removal of the device until the end of the school day where use has disrupted learning or breached school expectations.
- Increased supervision regarding possession of the device where repeated concerns arise.
- Review of arrangements with parents/carers where a pupil is unable to manage mobile phone expectations consistently.
- Individual support, education and reflection relating to online safety, digital citizenship, privacy or appropriate use where relevant.
- Review of any reasonable adjustments or support plans where SEND needs may be contributing to difficulties following expectations.

Staff do 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 you to search a pupil's

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phone if there is good reason to do so however Manor Wood school will do its utmost to avoid this.

We believe it is imperative that we consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether 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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 and carers 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 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, when working with pupils 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.

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A copy of this policy will be available for all.

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

- Use their phone to contact 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 but must refer any proposed 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 make sure that their phones are appropriately labelled, ready to be stored away securely in the locked mobile phone box that will then be locked in a secure location when not in use during the school day.

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 or from school.

Manor Wood School will ensure that:

We have signs up in reception stating we accept no responsibility for loss or damage to phones

Include disclaimers in our permission forms

Include a disclaimer in our home/school agreement

Provide a copy of this policy and disclaimer to all new children and parents

Confiscated phones will be stored in the locked mobile phone box in the secure location.

Lost phones should be returned to reception. We will then attempt to contact the owner.

### **8. Monitoring and review**

The school is committed to making sure 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

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- Relevant advice from the DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Caroline Belchem (Headteacher) in a timely manner.

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

At Manor Wood School, we want everyone to feel safe, respected and ready to learn. Mobile phones can be a positive way to communicate and access information, but they can also create risks if not used responsibly.

This agreement helps us create a safe and respectful school community where everyone can learn, belong and thrive.

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#### I agree to:

1. **Keep my mobile phone switched off and stored safely during the school day**
2. **Never use my phone in toilets, changing areas or other private spaces.** This helps protect everybody's privacy, dignity and safety.
3. **Not take photographs, videos or audio recordings of pupils, staff or visitors without their permission.**
4. **Keep personal information safe** and avoid sharing my own or other people's contact details without permission.
5. **Keep passwords, PINs and account details private and secure.**
6. **Use technology respectfully and responsibly.** I will not use my phone to bully, threaten, intimidate, harass or upset other people through:
  - Text or messaging apps
  - Social media
  - Email
  - Online gaming or messaging platforms
  - Any other digital communication
7. **Not create, access, possess, send or share harmful, inappropriate or illegal content,** including indecent images, AI-generated harmful images or content that may place myself or others at risk.
8. **Remember that Manor Wood's expectations for kindness, respect and safety apply online as well as in school.** This includes behaviour outside school where it impacts the wellbeing or

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safety of others.

9. **Use respectful language online and in messages**, recognising that words can affect how others feel.
10. **Not access, display, download or share pornography or other harmful content.**
11. **Follow reasonable instructions from school staff about my phone**, including requests to switch it off and hand it in before entering the school building.
12. **Store my phone as instructed during examinations, assessments or tests.**

### If Things Go Wrong

At Manor Wood School, we understand that mistakes happen and that digital behaviour can sometimes go wrong.

When concerns arise, adults will work with me to:

- Understand what happened.
- Reflect on the impact of my choices.
- Repair relationships where appropriate.
- Learn safer and more responsible ways to use technology.
- Put support in place if I need help to make positive changes.

Where necessary, the school may apply consequences in line with the Behaviour Policy to maintain the safety and wellbeing of the school community.

### Our Commitment

As a pupil at Manor Wood School, I understand that responsible mobile phone use helps to create a safe, respectful and positive environment for everyone. I agree to follow these expectations and to seek support from adults if I am worried about something I have seen or experienced online.

### Pupil Agreement

I have read, discussed and understood this agreement.

**Pupil Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Parent/Carer Agreement

I have read and discussed this agreement with my child and will support them to use mobile technology safely and responsibly.

**Parent/Carer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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Date: \_\_\_\_\_

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

| PUPIL DETAILS                   |  |
|---------------------------------|--|
| <b>Pupil name:</b>              |  |
| <b>Year group/class:</b>        |  |
| <b>Parent/carer(s) name(s):</b> |  |

Manor Wood School has agreed to allow ..... to bring their mobile phone to school because they

Travel beyond 30 minutes to school

Walk alone or travel alone to school

Need the phone to support their medical needs

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.

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

Parent/carer signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

| FOR SCHOOL USE ONLY   |  |
|-----------------------|--|
| <b>Authorised by:</b> |  |
| <b>Date:</b>          |  |

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### 11. Appendix 3: Template mobile phone information slip for visitors

#### 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 pupils are present. If you must use your phone, you may go to the meeting room at reception
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils 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.

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