



LIFE Education Trust

# Mobile Phone Policy



|                                            |                                                                                                                                                              |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy</b>                              | Mobile Phone Policy                                                                                                                                          |
| <b>Policy adopted by Trust Board</b>       | July 2026                                                                                                                                                    |
| <b>Reported to LGBs for implementation</b> | July 2026                                                                                                                                                    |
| <b>Implementation Date</b>                 | 1 September 26                                                                                                                                               |
| <b>Review Date</b>                         | September 2027                                                                                                                                               |
| <b>Policy Source</b>                       | The Key                                                                                                                                                      |
| <b>Policy Source Rationale</b>             | Approved by Forbes Solicitors, the policy meets the requirements laid out in the guidance and covers pupils, staff, parents/carers, visitors and volunteers. |

## Contents

|                                                                                                                                                                             |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Introduction and aims .....                                                                                                                                              | 2  |
| 2. Relevant guidance .....                                                                                                                                                  | 2  |
| 3. Roles and responsibilities .....                                                                                                                                         | 2  |
| 4. Use of mobile phones by staff .....                                                                                                                                      | 3  |
| 5. Use of mobile phones by pupils .....                                                                                                                                     | 4  |
| 7. Loss, theft or damage .....                                                                                                                                              | 7  |
| 8. Monitoring and review .....                                                                                                                                              | 7  |
| 9. Appendix 1: Acceptable use agreement for pupils ( 6 <sup>th</sup> form and Medical Needs) allowed to bring their phones to school due to exceptional circumstances ..... | 8  |
| 10. Appendix 2: Permission form allowing a pupil to bring their phone to school .....                                                                                       | 9  |
| 11. Appendix 3: Template mobile phone information slip for visitors .....                                                                                                   | 10 |

---

## 1. Introduction and aims

At Frances Bardsley Academy for Girls, 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.

## 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 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 and the Deputy Headteacher in charge of behaviour are responsible for monitoring the policy and reviewing it every year, 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.

### **3.2 Governors**

The Local Governance Committee (LGC) oversees the school's mobile phone policy, receiving an annual report from the Headteacher on its implementation, any incidents or sanctions, and feedback from staff, pupils and parents. The policy is formally reviewed annually, or sooner if significant concerns arise, with any changes approved by the LGC to ensure the policy remains effective and reflects the school's context.

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

The DfE's mobile phone guidance says that staff should not use their own mobile phone 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 by exception only. **Staff are also not allowed to wear Meta glasses.**

### **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 children are present or during contact time. 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).

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):

- To enable multi factor authentication of school systems
- Use the school mobile phone for contacting external agencies (Social care for instance)

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 01708447368 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). More detailed guidance can be found in the Trust's Data Protection 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.

### **4.4 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 pupils for work. Such circumstances may include, but are not 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

## 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 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 pupils

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).

### From Year 7 to Year 11:

Mobile phones are banned from school premises. They must be switched off outside the school gates and securely placed in bags if brought to school.

If mobiles phones are seen or heard they will be confiscated.

At the end of the school day, students must leave the school premises before considering taking their phones out. Only outside the school gates, when students are off the premises, phones can be used.

Pupils 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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

### 6<sup>th</sup> form students

6<sup>th</sup> form students are only allowed to use their devices in the 6<sup>th</sup> form block

They are not allowed to use their devices on the fields, or the rest of the school premises

They are not allowed to use their devices in lessons

## 5.1 Use of smartwatches by pupils

The DfE's [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.

Smartwatches are banned for all pupils from Year 7 to Year 13. If seen they will be confiscated.

## 5.2 Exceptions for special circumstances and for sixth-form pupils

Some pupils will be permitted to possess, or use, a mobile phone/smart device in school  
For instance:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood glucose levels
- Sixth-form pupils

The school may permit pupils 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, pupils or parents/carers should contact The Headteacher the Deputy Headteacher in charge of behaviour.

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

Sixth-form pupils are allowed access to their mobile phones during the school day in the 6<sup>th</sup> form block ONLY, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils inside in the common room and study room. Misuse of mobile phones or other devices by pupils in the sixth form will lead to sanctions according to our behaviour policy.

## 5.3 Sanctions

- Mobile phones if seen or heard will be confiscated by any member of staff. Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- If they are confiscated, the first time the student will be allowed to collect them from the Head of Year office at the end of the day.
- If the phone is confiscated a second time, the student will be placed in a 30 minute detention and parents or carers will have to collect the phone from the school reception. The school reception is open each day until 4.30 pm. The school is also happy to keep the phone for a longer period should parents or carers wish to, (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))
- If the phone is confiscated a third time, the student will be placed in the 90 minutes SLT detention on Friday after school. The device will only be returned to a parent or carer.
- If the phone is confiscated a fourth time, the student will be placed on day in in Reset. The device will only be returned to a parent or carer.
- Failure to hand over the phone when asked by a teacher would be classed as serious defiance and subject to further consequence of a day of suspension and a meeting with parents and carers will be organised.

Key Safeguarding staff 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 schools to 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).

If inappropriate content is found on a phone, or if inappropriate behaviour is suspected. **Safeguarding staff and Pastoral staff will investigate. They will be allowed to search and pass on information to police or social care if necessary.**

In each case, the sanction given must be reasonable and proportionate. The school will also 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 deputies, 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 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.

On arrival, we will provide a summary of this policy on a page, we will also remind parents and visitors about the expectations and phone usage on our premises. (Phone usage is banned while on premises)

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 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, 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**

Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely in their bags 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 and from school. To reinforce this message, you can find:

- Signs up in the school entrance or office
- Disclaimers in permission forms for bringing a phone to school if students are allowed to do so to meet their reasonable adjustments for example.
- A copy of this policy and disclaimer will be shared during admission meetings
- If a phone/ smart device is confiscated from a pupil: confiscated phones/ smart devices will be stored in the pupil's Head of Year / Progress Managers' office in a locked cabinet and this will be logged on Bromcom.

Lost phones should be returned to Heads of Years/ Progress Managers' 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 take into account:

- Feedback from parents/carers and pupils
- Feedback from staff on pupils' behaviour
- 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 Emilie Darabasz , Headteacher [info@fbaok.co.uk](mailto:info@fbaok.co.uk) in a timely manner.

## **9. Appendix 1: For pupils allowed to bring their phones to school due to exceptional circumstances, 6<sup>th</sup> form students and staff**

### **Acceptable use agreement for 6<sup>th</sup> form Students and Staff**

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

1. You are not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime.
2. Phones must be switched off (not just put on 'silent').
3. You are not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
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. Do not share your phone's password(s) or access code(s) with anyone else.
7. Don not 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 pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Do not 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 not 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. Do not 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 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.



## 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/carers name(s):</b> |  |

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- 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

Pupils 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 pupil does not abide by the policy.

Parent/carers signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

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

## 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 [insert location]
- 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.

---

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 [insert location]
- 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.

---

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 [insert location]
- 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.