



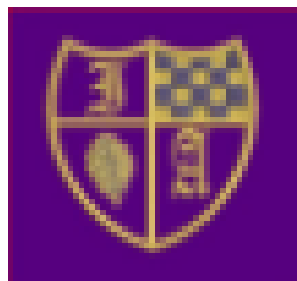
Mobile Phone Policy

This policy applies to staff, visitors and pupils

September 2026

‘Nurturing and inspiring all children to achieve their best’

Aspire, Integrity, Aspire and Nurture



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1. Introduction and aims

At Ivingswood Academy we are committed to ensuring that pupils experience a safe, focused and distraction-free learning environment. As part of this commitment, we operate a **smartphone-free school policy**. This policy supports our wider commitment to safeguarding, wellbeing and high-quality learning by removing unnecessary digital distractions from the school environment.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [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 responsible for consistently 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.

The headteacher / deputy headteacher are responsible for monitoring the policy every 2 years or more frequently if required due to changes in Government or Local Legislation, reviewing it, 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 Local Academy Committee Members

The local academy committee will approve this policy or any amendments to this policy in line with the school schedule.

The LAC member for stakeholder engagement / safeguarding will maintain oversight of the implementation of this policy.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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, while children are present. 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 staffroom, teacher's work room or other private office spaces.

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 01494 783070 as a point of emergency contact.

Staff should inform a member of the SLT team or Office team if they are expecting an urgent call and request permission to answer the call or have the call directed to the school office.

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 Bard).

Residential Trips Only

Staff leading groups on residential trips may use their mobile phones during the day to take photographs of the activities taking place. Photos taken should be shared with the group leader and deleted once uploaded on to school software.

Staff on residential trips will use their mobile phones to communicate between groups during the day as required.

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

School Day Trips

Staff attending day trips should take their allocated iPad to take photographs of the visit. They should upload the photos on to school software.

The trip leader will use their own mobile phone to communicate with the headteacher or deputy headteacher about arrival and departure times.

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.

Staff may use their mobile phone to access the Guest Wifi on the school network, no mobile phone devices will be allowed on the main school network, this is reserved for managed devices only. Devices can only be added to the managed network by the IT manager.

4.4 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 are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Being on call Designated Safeguarding Lead – both inside and outside of school hours and outside term time.

4.5 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

At Ivingswood Academy, we aim to maintain a safe, focused and distraction-free learning environment.

As part of this, pupils are not permitted to bring smartphones or smart watches onto the school site at any time.

However, the school does permit pupils in Years 5 and 6 to bring a basic mobile phone, where required for safety or travel purposes.

A basic mobile phone is defined as a device that:

- Can make and receive calls and texts only
- Does **not** have internet access
- Does **not** support apps or social media
- Cannot take or share images via internet platforms

Any device that can access the internet (including smartphones) is **not permitted** in school.

Where pupils bring a permitted basic mobile phone:

- The phone must be switched off on arrival
- It must be handed to the SLT members on the school gate to be stored securely as directed by the school
- Phones will remain stored securely during the school day in the school office
- Phones must not be used at any time during school hours

If a pupil is found using an unauthorised device or using a phone inappropriately, the device will be confiscated and returned only to a parent/carer.

5.1 Smartwatches

Smartwatches are not permitted in school. This includes any device that can:

- Access the internet
- Send or receive messages
- Make calls
- Take photos

Children should not wear smartwatches to school.

Pupils are not permitted to wear smartwatches in school.

5.2 Exceptions for special circumstances

There are no routine permissions for mobile phones in school.

Exceptions will only be made in exceptional circumstances, such as:

- Medical requirements (e.g. specific health monitoring needs)

Any exceptions must be:

- Approved by the Headteacher
- Supported by a medical or professional care plan
- Recorded formally by the school

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

Parents/carers, visitors and volunteers (including Trustees, Local Academy Committee Members 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, class assembly, sport day and will need to be 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/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.

- ▶ The use of mobile phones for taking calls is prohibited during school events such as sports days, parents evening and class assemblies or performances.
- ▶ Parents and carers may use mobile phones on school premises to take photographs and videos of performances, events and will be reminded of public sharing protocols.
- ▶ Any images taken by parents on their mobile phones should be for personal use only and should not be distributed via social media if they contain images of other people's children.

- ▶ Parent volunteers should not use their mobile phones whilst volunteering in school and working with children.

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.

Parents are asked not to send pupils into school with smart phones or smart watches under any circumstances.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

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. 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.

Parents of any pupil who brings their mobile phone to school will be required to sign a disclaimer.

If a child brings a phone to school without a disclaimer the child should hand their phone in to the school office and they will call the parents to ask them to come and collect the phone. The child should not bring the phone into the school until a disclaimer form has been signed and handed in to the class teacher or office.

Confiscated phones will be stored in the school office until a parent is able to collect the phone.

Lost phones should be returned to school 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

- ▶ 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.

9. Local Committee Member Monitoring

- ▶ This policy will be shared annually with the LAC Safeguarding member.
- ▶ The policy will be kept continually under review and updated in line with any new legislation or local initiatives