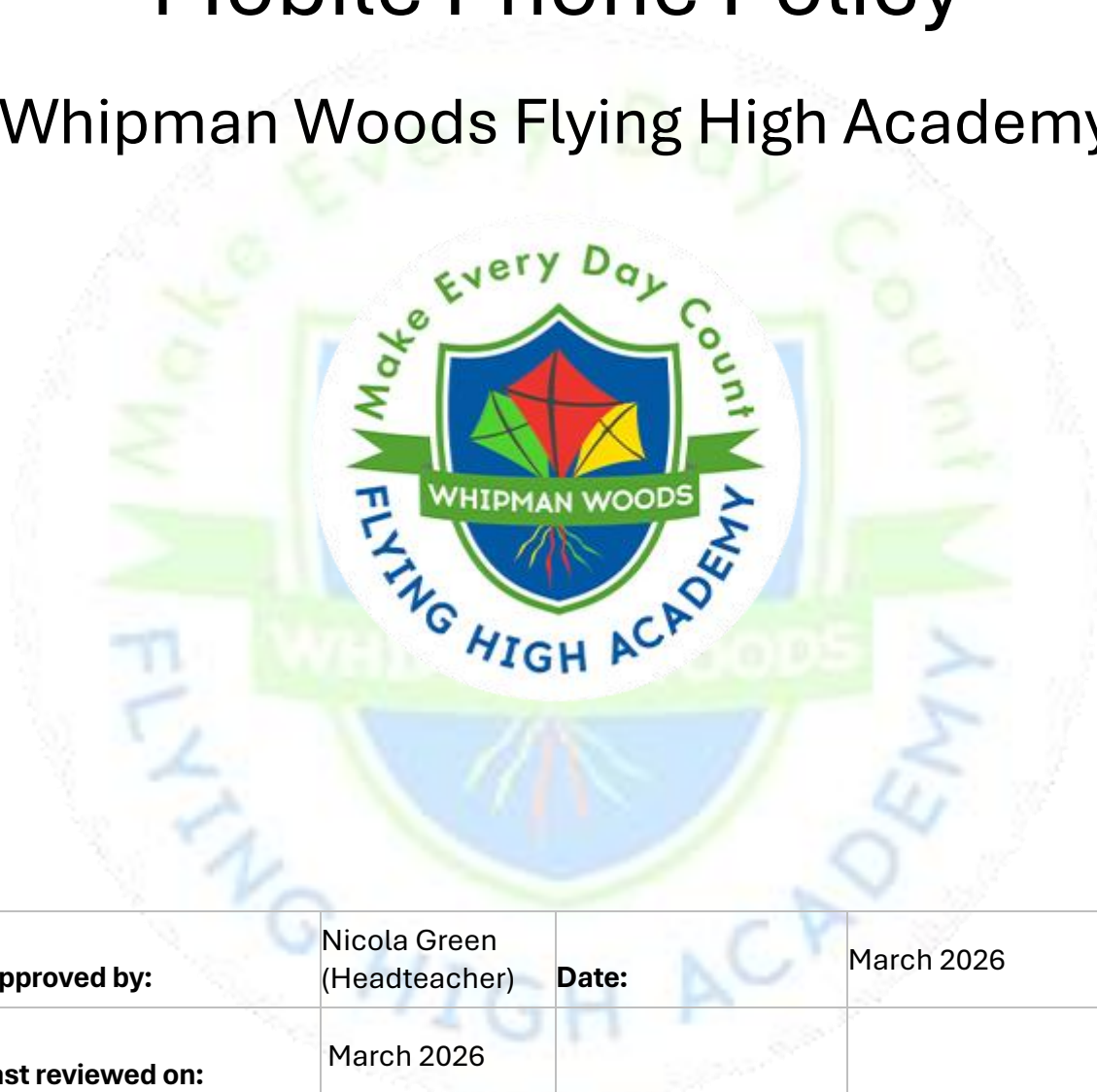


# Mobile Phone Policy

## Whipman Woods Flying High Academy



|                          |                               |              |            |
|--------------------------|-------------------------------|--------------|------------|
| <b>Approved by:</b>      | Nicola Green<br>(Headteacher) | <b>Date:</b> | March 2026 |
| <b>Last reviewed on:</b> | March 2026                    |              |            |



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# 1. Introduction and Aims

At Whipman Woods Flying High Academy, we recognise that mobile phones and smart devices are part of everyday life for many pupils, parents/carers and staff. However, in line with Department for Education guidance, the school operates as a mobile phone-free environment by default.

The aims of this policy are to:

Maintain a calm, focused and safe learning environment

Protect pupils' safeguarding, privacy and wellbeing

Reduce distraction, disruption and peer conflict

Support consistent behaviour expectations

Ensure the school meets its safeguarding duties under Keeping Children Safe in Education

Any use of mobile phones in school is exceptional, risk-assessed, and reviewed regularly.

## 2. Relevant guidance

This policy has regard to:

DfE: Mobile phones in schools <https://www.gov.uk/government/publications/mobile-phones-in-schools>(updated January 2026)

DfE: Behaviour in schools <https://www.gov.uk/government/publications/behaviour-in-schools--2>

DfE: Searching, screening and confiscation [Searching, screening and confiscation in schools - GOV.UK](https://www.gov.uk/government/publications/searching-screening-and-confiscation-in-schools)

Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## 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 school's headteacher, Mrs Nicola Green, is responsible for monitoring the policy annually, 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 Governing body / Trust

Flying High Partnership monitors implementation and reviews this policy regularly

## 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, 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 the staffroom).

There may be circumstances in which it is 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

Please also refer to the 'Using personal mobiles for work purposes' section of this policy for additional circumstances.

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 01909 491950 as a point of emergency contact.

#### **4.2 Data protection and AI**

Personal mobile phones must not be used to process personal or confidential data.

School information must not be entered into generative AI tools on personal devices.

Where AI tools are used, this must be via school-approved systems (e.g. Copilot) on school devices, in line with Trust AI policy.

#### **Safeguarding**

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.

Personal contact details must not be shared with pupils or parents/carers

### **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:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- 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 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the Trust staff disciplinary policy and procedure for more information

## 5. Use of mobile phones by pupils

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

### 5.1 School approach

At Whipman Woods Flying High Academy, any children bringing a mobile phone to school (permitted only to children in Year 5 and 6 who walk to and from school unsupervised) are expected to turn their phones off when arriving on the school premises. Phones should not be used to take photographs or make recordings during this time.

Pupils hand phones in on arrival into the classroom (already powered off). These are then stored securely in the school office and returned at the end of the day.

Phones are never permitted to be used during the school day.

Incorrect use of a mobile phone by a pupil will be recorded on CPOMS as a behaviour, or even safeguarding matter.

### 5.2 Smartwatches

The DfE's mobile phone guidance includes within the term 'mobile phones' any devices with communication or smart technology that a school chooses to include in its policy. This includes smartwatches and similar wearable technology.

Smartwatches are wristwatches that contain smart technology and can perform functions beyond telling the time, such as sending and receiving text or voice messages, making calls, accessing the internet, recording audio, and playing music. Some devices may also include health and fitness monitoring features. Because these devices enable communication and other functions similar to mobile phones, they present the same safeguarding and distraction concerns within the school environment.

For this reason, smartwatches and any similar devices with communication, recording, or internet capability are not permitted in school. These devices fall within the scope of this mobile phone policy and will be treated in the same way as mobile phones if brought onto school premises.

Pupils may wear a standard wristwatch solely for the purpose of telling the time, where appropriate, particularly for those pupils who are learning to tell the time. These watches must not have smart technology, messaging capability, internet access, cameras, or any other communication or recording features.

Any smartwatch or similar device brought to school will be managed in line with the school's procedures for mobile phones.

### **5.3 Exceptions for special circumstances**

Exceptions may be agreed only where necessary, for example:

- Medical needs
- SEND reasonable adjustments
- Travel or safeguarding needs

All exceptions:

- Must be approved by the Headteacher
- Must be supported by a risk assessment
- Must follow an agreed storage arrangement

Are reviewed regularly

Pupils granted permission must follow the Code of Conduct (Appendix 1).

### **5.4 Sanctions**

For pupils found to be in breach of the policy:

- Any mobile phone (or other device) being used inappropriately by a pupil will be and kept securely in the school office for the remainder of the school day. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- In the case of inappropriate use of mobile phones or devices, the child's parent/carer will be contacted and asked to collect the phone on the child's behalf. At this point, a discussion about the breach will be discussed with the parent/carer and a log made of the breach.
- Any sanctions imposed will be logged on CPOMS in line with our behaviour policy and, depending on the circumstances, could result in temporary or permanent loss of the privilege of a phone being brought into school.

## Searching Mobile Phones and Electronic Devices

The use of mobile phones and smart devices are not permitted in school. However, if a device is brought onto the school site, staff have the legal power to search for it where there is a reasonable suspicion that it contains inappropriate or harmful content. This is in line with the Department for Education guidance Searching, Screening and Confiscation.

A search is permitted to take place if staff believe a device contains material such as:

- pornographic or sexually explicit images
- violent or inappropriate content
- messages used for bullying, harassment or intimidation
- material that may cause harm or distress to others
- evidence of an offence or breach of school rules.

Searches will be carried out by a member of the senior leadership team or the Designated Safeguarding Lead (DSL) with another member of staff present. Searches will be conducted sensitively and proportionately.

If inappropriate content is found, the device will be confiscated and the DSL informed immediately. Staff will not share, copy or forward any content found on a device.

The DSL will decide the appropriate next steps, which will include some or all of the following: informing parents or carers, recording the incident in safeguarding records, seeking advice from safeguarding agencies, or contacting the police where necessary.

If a device is suspected to contain sexual images of a child, staff will immediately inform the DSL and follow safeguarding procedures. Staff will avoid viewing such images unless absolutely necessary.

The school will always act in line with safeguarding guidance and prioritise the safety and wellbeing of pupils.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

There are any relevant special circumstances (for example, age, religious requirements, special educational needs, 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](#)

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

Where harmful or illegal content is suspected, safeguarding procedures will be followed in line with ***Keeping Children Safe in Education***.

## 6. Parents/Carers, Visitors and Volunteers

As stated above, 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, and the same applies to parents, visitors and volunteers. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Personal contact details must not be shared with pupils or visitors/parents/carers

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 is of their own child at a permitted opportunity (school will make it clear when it is appropriate to do so)
- 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.

A copy of this policy (as well as a simplified version displayed in school) will be shared with parents and carers.

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

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

Confiscated items are stored securely in the school office.

If, as a school, we confiscate a mobile phone/device then we become responsible for the phone and can be held responsible for loss, theft or damage.

Any phones found that could belong to a pupil should be returned to the school office or another member of school staff as appropriate. 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

## 9. Appendix 1: Pupil Code of Conduct – Mobile Phones/Devices

(For pupils who have permission to bring a phone to school in Years 5 and 6 or in exceptional circumstances)

At Whipman Woods Flying High Academy, we want school to be a safe, calm and focused place for learning. For this reason, mobile phones are not normally allowed in school.

Only pupils in Year 5 or Year 6 who walk to and from school independently may be given permission to bring a phone. If you are allowed to bring a phone to school, you must follow these rules.

### 1. Bringing a Phone to School

If you bring a phone to school, you must:

- Bring it only if your parent/carer (and if you are not in Years 5 or 6 the headteacher) has given permission)
- Make sure your phone is switched off before entering the school grounds
- Not use your phone anywhere on the school site

Phones must never be used during lessons, breaktimes or lunchtimes.

### 2. Handing in Your Phone

When you arrive at school you must:

- Turn your phone off before coming into school
- Hand it to your teacher immediately when you enter the classroom
- The phone will be stored safely in the school office during the day
- It will be returned to you at the end of the school day but must remain switched off until you have left the school site.

### 3. What You Must NOT Do

While at school you must not:

- Use your phone to call, message or go online
- Use your phone to take photos or videos
- Use your phone to record voices or conversations
- Show your phone to other pupils during the school day
- Bring a smartwatch or any device that can send messages, make calls or access the internet

Only simple watches that tell the time are allowed.

#### **4. Respect and Safety**

Even when being used on the way to and from school (and at all times out of school) mobile phones must never be used to upset or harm others.

This includes:

- Sending unkind or hurtful messages
- Sharing private photos or videos
- Recording someone without their permission
- Using phones to bully or exclude others

If you ever receive a message or see something on a phone that makes you feel worried or upset, tell a trusted adult at school immediately.

#### **5. If the Rules Are Broken**

If a pupil does not follow the rules:

- The phone will be taken to the school office
- Parents or carers may be asked to collect the phone
- The incident will be recorded by the school
- The pupil may lose permission to bring a phone to school

#### **6. Looking After Your Phone**

You bring a phone to school at your own risk. The school cannot be responsible for phones that are lost, damaged or stolen.

#### **Pupil Agreement**

I understand the school rules about bringing a mobile phone to school.

I agree to follow the Mobile Phone Code of Conduct.

Pupil name: \_\_\_\_\_

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

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

Parent/carer name: \_\_\_\_\_

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

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

This form is to be used where a pupil is being given special permission, under agreed exceptional circumstances, to bring their phones to school.

| Pupil Details            |  |
|--------------------------|--|
| Pupil Name:              |  |
| Year Group/Class:        |  |
| Parent/Carer(s) Name(s): |  |

The school has agreed to allow \_\_\_\_\_ 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):*

- 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

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Code of Conduct (Appendix 1 of the Mobile Phone Policy)

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

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

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

| For school use only |  |
|---------------------|--|
| Authorised by:      |  |
| Date:               |  |

## Appendix 3: Template Mobile Phone Information Slip for Visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school:

- Use of mobile phones and similar devices in our school
- 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 staff room (or an empty room during break/lunch if no pupils are present)
- Do not take photos or recordings of pupils
- Do not use your phone in lessons, or when working with pupils
- 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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- Do not take photos or recordings of pupils (unless it is your own child), or staff
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