Mobile Phone Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Kieran Pavey Regional Hub Director
Last review date	New Policy
Description of changes	In line with Dfe statutory guidance and KCSIE 2026
Date of Board of Trustees approval	16.07.26
Date released	01.09.26
Next review date	Summer 2027

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Mobile phone-free environment
4. School Specific Arrangements
5. Security and Storage of devices
6. Expectations for pupils
7. Expectations for staff
8. Expectations for parents/carers
9. Safeguarding Considerations
10. Search, screening and confiscation
11. Reasonable adjustments and exceptional circumstances
12. Educational and Residential Visits
13. Monitoring and review

Statement of intent

Lingfield Education Trust is committed to providing calm, safe and disruption-free learning environments in which all pupils can thrive.

The Trust recognises that mobile phones and other personal smart devices can provide benefits for communication and safety when children are travelling to and from school. However, unrestricted access to such devices during the school day can contribute to distraction, reduced engagement with learning, cyberbullying, safeguarding concerns, child-on-child abuse, online harms and the inappropriate creation or sharing of images and content.

The Trust therefore adopts the principle that all schools should be mobile phone-free environments throughout the school day in line with Dfe Statutory Guidance June 2026. Pupils must not have access to personal mobile phones or similar smart devices during lessons, social times, movement around school or other activities unless an agreed exception applies.

Recognising the differing contexts, age ranges, buildings, staffing structures and operational arrangements across schools within the Trust, each school will develop and publish local procedures detailing how devices are stored and managed during the school day.

This policy establishes the Trust-wide expectations and minimum standards that all schools will follow.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to:

- Education Act 1996
- Education Act 2002
- Equality Act 2010
- Children and Families Act 2014
- Data Protection Act 2018
- UK GDPR
- Data (Use and Access) Act 2025
- DfE (2026) *Keeping Children Safe in Education 2026*
- DfE (2026) *Mobile Phones in Schools*
- DfE (2024) *Behaviour in Schools*
- DfE *Searching, Screening and Confiscation*
- DfE *Teaching Online Safety in Schools*
- UKCIS guidance on sharing nudes and semi-nudes

This policy operates in conjunction with:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Online Safety Policy
- Child-on-child Abuse Policy
- Anti-Bullying Policy
- Staff Code of Conduct
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The governors will be responsible for:

- Ensuring schools implement arrangements consistent with statutory guidance.
- Monitoring compliance through safeguarding and behaviour monitoring.
- Reviewing this policy annually.

Headteachers will be responsible for:

- Implementing this policy within their school.
- Determining local storage arrangements.
- Ensuring pupils, staff and parents understand expectations.
- Publishing local procedures.
- Monitoring compliance and responding to breaches.

DSLs will be responsible for:

- Ensuring safeguarding risks associated with mobile phones are addressed.
- Monitoring incidents linked to mobile phone misuse.
- Identifying safeguarding concerns which may require intervention.
- Supporting vulnerable pupils requiring individual arrangements.

Staff will be responsible for:

- Consistently enforcing school procedures.
- Modelling appropriate use of technology.
- Reporting concerns relating to mobile phone misuse.
- Following school procedures regarding confiscation and safeguarding.

Pupils will be responsible for:

- Following school expectations.
- Handing in or storing devices as required.
- Using devices appropriately when permitted.
- Reporting concerns relating to online behaviour or misuse.

3. Mobile phone-free school environment

For the purpose of this policy, "mobile phone" includes:

- Mobile phones
- Smartphones
- Smart watches capable of communication or internet access
- Devices capable of recording audio, images or video
- Devices capable of sending or receiving messages or notifications
- Similar smart technology identified by the school

Pupils must not use personal devices during:

- Lessons
- Lesson transitions
- Breaktime
- Lunchtime
- Tutor time
- Assemblies
- Internal examinations
- Detentions

unless a specific exemption has been approved.

4. School specific arrangements

Each school will determine arrangements appropriate to their context.

At Corporation Road, we ask that all children hand in their mobile phones so there is no access throughout the day. If attending breakfast club, it is handed to the receiving member of staff who then hands it to the office before the start of the school day. If pupils arrive for the start of the day, they go directly to the school office and hand their phone in to the staff present. The children are asked to switch their mobile phones off before handing them in. If a child was to arrive late to school, they enter through the office and follow the same procedures. Likewise, if leaving school early, they sign their phone out.

Phones are signed in and out of the school office and are securely stored in a locked box which is kept in the office until collection at the end of the day.

Mobile phones are left in school, signed into the office on the day of trip and signed back out when the pupil leaves at the end of the day. During a residential trip, mobile phones can be stored for multiple days at school as they are not taken with the pupil. Staff advise children to leave their phone at home when attending a residential trip.

Loss of mobile phones should be reduced through the signing in and out system as well as being securely stored, but if lost staff are made aware and when found the item is returned to the office.

The Trust does not prescribe a single storage model because operational requirements differ across schools.

5. Security and Storage of devices

Where pupils bring mobile phones to school:

- Devices must be switched off before entering the school site or at a point determined by the school.
- Devices must be placed into the school's approved storage system.
- Devices must remain inaccessible throughout the school day.

The Trust accepts no liability for loss, theft or damage to personal devices unless negligence can be demonstrated.

Parents and pupils bring devices onto site at their own risk.

Schools should take reasonable steps to provide secure storage arrangements.

6. Expectations for pupils

Pupils will:

- Follow local school procedures.
- Store devices appropriately.
- Use devices only when authorised.
- Respect school expectations regarding online safety.

Pupils will not:

- Access personal devices during the school day.
- Circumvent storage arrangements.
- Use secondary devices to bypass school procedures.
- Record staff or pupils without permission.
- Share images, videos or recordings without consent.
- Use devices to harass, bully, intimidate or exploit others.

Any misuse will be dealt with in line ith the school's Behaviour, Anti-bullying and/or Child Protection and Safeguarding Policies.

7. Expectations of Staff

Staff should:

- Consistently enforce this policy.
- Avoid personal mobile phone use in front of pupils except where professionally necessary in line with the AUP.
- Use school systems for communication wherever possible.
- Follow safeguarding and data protection requirements.

Staff will not use personal devices to:

- Communicate with pupils.
- Store pupil information.
- Capture images of pupils.

unless specifically authorised in line with Trust policies.

8. Expectations of Parents/Carers

Parents and carers play a vital role in supporting the school's approach.

Parents should:

- Familiarise themselves with local arrangements.
- Reinforce expectations at home.
- Contact the school office if urgent communication is required.

Pupils should not be contacted directly during the school day unless exceptional circumstances apply.

The school office will facilitate communication where appropriate.

9. Safeguarding Considerations (in line with Online Safety and Child Protection and Safeguarding Policies)

The Trust recognises that mobile phones can be associated with safeguarding risks including:

- Cyberbullying.
- Child-on-child abuse.
- Online grooming.
- Child sexual exploitation.
- Child criminal exploitation.
- Sharing of nude or semi-nude images.
- AI-generated sexual images.
- Recording or sharing harmful content.
- Exposure to inappropriate online content.

Where misuse raises safeguarding concerns, staff will follow the Child Protection and Safeguarding Policy and consult the DSL immediately.

Mobile phone incidents will be assessed on a case-by-case basis.

10. Searching, screening and confiscation

Headteachers and authorised staff have statutory powers to search pupils and confiscate items in accordance with legislation and DfE guidance.

Schools may identify mobile phones and smart devices as items that may be searched for where there are reasonable grounds.

Confiscation may be used where pupils breach school expectations.

Confiscation arrangements will be proportionate, reasonable and consistent with the school's behaviour policy.

11. Reasonable Adjustments and Exceptional circumstances

The Trust recognises its duties under the Equality Act 2010 and the Children and Families Act 2014.

Some pupils may require access to mobile phones for:

- Medical conditions.
- Disability-related support.
- Assistive technology.
- Young carer responsibilities.
- Specific safeguarding needs.

Requests will be considered individually.

Where an adaptation is approved, schools will establish:

- Specific purpose of use.
- Specific location.
- Appropriate supervision.
- Documented arrangements.

Flexible arrangements do not exempt pupils from all restrictions.

12. Educational and Residential Visits

Headteachers may vary arrangements during:

- Day visits
- Sporting fixtures
- Educational visits
- Residential visits

Schools will undertake a risk assessment and determine appropriate arrangements.

Consideration will be given to:

1. Safeguarding
2. Pupil wellbeing
3. Communication needs
4. Educational value
5. Residential expectations

13. Monitoring and review

Headteachers will monitor:

- Behaviour incidents involving mobile phones.
- Safeguarding incidents linked to device misuse.
- Compliance rates.
- Parent and pupil feedback.

Schools will review local procedures annually.

The Trust Board will review this policy annually and following any significant legislative or safeguarding changes